



OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

JOB POSTING

PLEASE POST ANNOUNCEMENT

Qualified City employees are invited to apply for the following job vacancy. Application and/or resume should be submitted to Coron Espey at cespey@syrgov.net, **no later than October 5 2021**.

Department of Neighborhood and Business Development (NBD)

Deputy Commissioner of Business Development

Grade: 19E

Salary: \$63,427.00 - \$84,405.00

*****EQUAL OPPORTUNITY EMPLOYER – Women and Minority Applicants are encouraged to Apply***
MUST BE A RESIDENT OF THE CITY OF SYRACUSE**

JOB DESCRIPTION | Deputy Commissioner, Business Development

The work involves responsibility for advancing and managing the day to day work of the Business Development and Minority Affairs divisions of the Department of Neighborhood and Business Development. The Deputy will be primarily responsible for the oversight and day to day supervision of the staff of the Business Development and Minority Affairs. The Deputy is responsible for working closely with the Commissioner and Division heads on Department wide administration and strategic initiatives. The incumbent also provides strategic direction and collaborates closely with the City's public authorities—namely the Syracuse Industrial Development Agency, Syracuse Local Development Corporation, and Syracuse Economic Development Corporation. The Deputy must be detail oriented; possess strong time management skill; and have the ability to independently manage complex projects. The incumbent works under general supervision of the Commissioner. Certain assignments made to an employee will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. The incumbent will perform related work as required.

MINIMUM QUALIFICATIONS

- Minimum 5 years of economic development, community development, real estate finance, financial services or other related field with at least 2 years of supervisory experience.
- A Master's degree in public administration, business administration, economics, finance, urban planning/development, or related field preferred; or commensurate professional experience.
- Excellent written and communication skills. Highly organized, detail oriented, and ability to multitask.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) required. Knowledge of ArcGIS, ESRI data sources, or other

Office of Personnel & Labor Relations

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City Hall, Room 312
Syracuse, N.Y. 13202

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www.syrgov.net

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

- Ability to work with a broad range of project partners, including for-profit developers, not-for-profit agencies, investors, commercial real estate brokers, and neighborhood based organizations.

The Affirmative Action Policy of the City of Syracuse is to provide equal employment opportunity for all individuals regardless of race, color, sex, religion, creed, age (18 and over), marital status, national origin, disability, veteran status, gender identity or gender expression, sexual or affectional preference or orientation, or any other classified group within the protected class. The City also complies with 31 CFR part 51. If you have a disability for which you wish special accommodation to be made, contact the Department of Personnel at City Hall, Rm 312 at 448-8780.