

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Economic Development Policy Analyst
Salary:	\$60,000 - \$75,000
Bureau/Division:	Bureau of Economic Development
Period:	April 29, 2014 – May 19, 2014

JOB DESCRIPTION

The Bureau of Economic Development (the Bureau) seeks a motivated and detailed oriented individual with strong analytic skills to report to the Director of Economic Development. This position will play a critical role in evaluating and balancing economic development programs goals with social needs.

The Bureau's primary responsibility includes actively managing and making recommendations for a broad range of city initiatives to help cultivate business growth and proactively seeking investment opportunities for retirement systems. It is also responsible for analyzing and making recommendations on economic development programs in New York City such as the New York City Industrial Development Agency and BUILDNYC. Both programs provide financial inducements to encourage new industrial and commercial development.

In addition, the Bureau oversees the Economically Targeted Investment program which provides investment recommendations for the five New York City Retirement Systems. The program is designed to address market inefficiencies by providing capital or liquidity to under-served communities and populations citywide.

Responsibilities include, but are not limited, to the following:

- Analyze the ETI programs collateral benefits including impacts on affordable housing, jobs and other economic indicators;
- Evaluate new ETI investment proposals for their social impact. Collaborate with agency staff to execute new ETI investments where applicable;
- Track and evaluate major developments going through public review including the Uniform Land Use Review Procedure process and the IDA/BUILDNYC boards;
- Develop and advance policy initiatives and special projects on behalf of the New York City Comptroller as needed;
- Create and maintain a database of collateral benefits for the investments in affordable housing and commercial properties;
- Work with other Bureaus in facilitating projects and developing policy reports;
- Forge and maintain relationships with stakeholders, including agency staff, external parties and institutions to advance collaboration and Bureau goals, and

- Perform other related work and assignment as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

- MA/MS Urban Planning, Public Administration or related degree and one (1) year of relevant full-time work experience, **or**
- BA/BS and three (3) or more years of relevant full-time work experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strong writing, organizational and interpersonal skills;
- Proficiency with ARCGIS;
- Proficiency with Microsoft Office programs, including Microsoft Access; and
- Ability to independently work, manage and prioritize multiple tasks and projects.

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: April 29, 2014	POST UNTIL: May 19, 2014	JVN: <u>015/14/017</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer