



# OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

## JOB POSTING

### PLEASE POST ANNOUNCEMENT

Qualified candidates are invited to apply for the following job vacancy. Application and/or resume should be submitted to Stephanie Agnew, Personnel Specialist – City Hall, Room 312, **no later than January 21, 2021.**

### NEIGHBORHOOD AND BUSINESS DEVELOPMENT

#### **Business Opportunity Specialist**

**\$42,256**

The Business Opportunity Specialist is responsible for supporting business development through direct assistance of small businesses, entrepreneurs, as well as the attraction/retention and expansion of local firms. The incumbent is responsible for engaging with existing and prospective business owners and other community stakeholders seeking to create economic opportunity in the city of Syracuse. This includes conducting available commercial site location searches and identifying resources for real estate development, as well as providing administrative support to public authorities housed within the Division of Business Development when necessary. The incumbent may also provide additional capacity to City efforts to redevelop underutilized land including brownfields and municipally owned property. The work also involves responding to general business inquiries and assisting projects under review for permitting and zoning approvals. Assignments and responsibilities may also include general research and providing technical assistance to ongoing or planned development projects. Other related work activities will be performed as required. The incumbent works under general supervision of the Director of Business Development.

### MINIMUM QUALIFICATIONS

**Must be a resident of the City of Syracuse, or willing to establish residency.**

- A Bachelor's degree in public administration, business administration, economics, finance, urban planning/development, or other related field.
- Excellent written and communication skills. Highly organized, detail oriented, and ability to multitask and apply critical thinking when needed in creative problem-solving scenarios.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) required. Knowledge of ArcGIS and/or CAD is preferred.
- 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 315-448-8780.**

**The City of Syracuse may conduct a criminal background check with regard to the employment sought.**

**EQUAL OPPORTUNITY EMPLOYER**

**Donna D. Briscoe**  
Director

**Office of Personnel & Labor Relations**  
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City Hall, Room 312  
Syracuse, N.Y. 13202

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