



OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

JOB POSTING

Donna D. Briscoe
Director

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

MWBE Business Development Specialist
\$42,256

The position is responsible for supporting minority affairs through direct assistance of local workforce initiatives, small businesses, entrepreneurs, as well as the attraction/retention and expansion of local firms that qualify as minority, woman, service disabled Veteran (SDVB) owned or distressed, as defined by City ordinance. 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. Assignments and responsibilities may also include general research and providing technical assistance to ongoing or planned development projects, and generally supporting the work of the Director of Minority Affairs. Other related work activities will be performed as required. The incumbent works under general supervision of the Director of Minority Affairs, and the Deputy Commissioner of Neighborhood and 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.

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

Office of Personnel & Labor Relations
233 E. Washington St
City Hall, Room 312
Syracuse, N.Y. 13202

Office 315 448-8780
Fax 315 448-8761

www.syr.gov.net

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