



Matthew T. Ryan, Mayor

JOB OPENING

CITY OF BINGHAMTON RESIDENCY REQUIRED

*****If there are no qualified candidates that reside in the City of Binghamton a residency waiver may be requested for Broome County residents.**

ECONOMIC DEVELOPMENT SPECIALIST – FINANCIAL ANALYSIS

DEPARTMENT OF ECONOMIC DEVELOPMENT

\$37,431.00 to \$43,011.00 PER YEAR

1. **General employment applications may be obtained at the office of the Municipal Civil Service Commission, 5th floor, City Hall, Governmental Plaza, Binghamton, New York, 13901 or from the City Web-Site at www.cityofbinghamton.com.**

DISTINGUISHING FEATURES OF THE CALSS: The Economic Development Specialist-Financial Analysis assists in the development and administration of a program to attract businesses and industries to locate within the city and to promote expansion of existing businesses and industries. The work involves reviewing and analyzing a company's past financial situation and projections to determine whether the business is financially sound enough to undertake additional debt. The Specialist maintains personal contact with business and industrial representatives, other lending institutions, and the loan committee and board of directors of the Binghamton Local Development Corporation. The work calls for a high level of discretion with highly sensitive and confidential financial information, which, if released to the public, could negatively impact the company's competitiveness. The work is performed under the general direction of the Economic Development Director. May provide lead supervision of subordinate support staff. The Economic Development Specialist-Financial Analysis is distinguished from the Economic Development Specialist-Business Development in that the former analyzes the financial situation of a firm in the pursuit of financing relocation to the city or expansion of existing businesses, whereas the latter makes the first contact with a firm to determine its needs, problems and future plans.

TYPICAL WORK ACTIVITIES: Meets with business and industry representatives to understand the scope of the project and advise on various programs and requirements of the Binghamton Local Development Corporation; Assembles financial and loan application and packages involving Community Development Block Grants and other Federal funds; Analyzes financial statements and performs complete credit analyses of firms to determine ability to undertake additional debt; Recommends to Economic Development Director and Binghamton Local Development Corporation loan committee and board of directors acceptance or rejection of a firm's application for financial assistance based on financial/credit analysis; Acts as liaison with local financial institutions and the Broome County Industrial Development Agency regarding Binghamton Local Development Corporation loan applications, when appropriate; Interfaces with appropriate department within City Hall regarding regulations affecting the project; Assists in outreach efforts to involve commercial/industrial businesses in the programs of the Binghamton Local Development Corporation; Maintains records of loan activities and conducts periodic checks to ensure collateral for such loans remains in place and in good working condition; Assists the Economic Development Director in a variety of administrative activities, including program planning and fiscal management; Prepares and maintains a variety of records and reports pertaining to economic development activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good working knowledge of principles and techniques of performing credit analyses; working knowledge of financial principles, urban economics, and land use principles; arithmetic skill; computer literacy (word processing and spread sheet); ability to communicate effectively (orally and in writing); ability to read and interpret complex written and financial materials; ability to read and interpret financial statements and make judgments about a firm's financial condition; ability to prepare grant applications, loan packages; ability to prepare financial reports and recommendations; ability to develop and maintain cooperative working relationships with customers; ability to act as liaison between financial, government institutions and business representatives; initiative; tact; resourcefulness; discretion; sound professional judgment; commitment to quality and continuous improvement; ability to function within a team environment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Finance, Business, Economics or related field. Demonstrated knowledge of financial analysis and ability to develop business.

The City of Binghamton is an equal employment opportunity/affirmative action employer. All new hires are required to pass a pre-employment drug test as a condition of employment and City residency is required.

POSTED: 9/10/08

LAST DATE TO FILE: OPEN ENDED