

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMUNITY MANAGEMENT SPECIALIST I

POSITION CODE: 08891
Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs routine professional duties, including assisting in providing technical management advice and assistance to municipalities, counties and other governmental agencies in assessing, defining and offering solutions to local government management problems; assisting higher level management specialists in assessing, defining and offering alternative solutions to local government management problems.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in providing technical assistance to municipalities, counties and governmental units in the addressing of local government management concerns.
2. Assists in helping communities to meet the challenge of specific management related problems and issues.
3. Reviews and analyzes data relative to fiscal and administrative functions of units of local government and prepares routine reports relative to these analyzes.
4. Meets with local officials and assists them in identifying state and federal grant programs; assisting in preparing materials needed for state and federal grant applications.
5. Conducts liaison activities on behalf of units of local governments with state and federal agencies thereby coordinating activities of all governmental levels.
6. Prepares and maintains reports and files relating to local government management problems and possible solutions to these problems.
7. Gathers and prepares material and data relative to local government management concerns.

COMMUNITY MANAGEMENT SPECIALIST I (Continued)

8. Promotes the concept of intergovernmental cooperation by participating in area wide meetings centered on the question of local government management concerns.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in political science, public or business administration or equivalent areas.

Requires one year professional experience in local government management.

Knowledges, Skills and Abilities

Requires working knowledge of the principles and practices of Illinois local government.

Requires elementary knowledge of the state and federal government systems.

Requires the ability to promote the establishment and maintenance of sound fiscal and administrative practices at the local government level.

Requires ability to help define local government management problem areas and to formulate applicable recommendations.

Requires ability to establish and maintain satisfactory working relationships with staff personnel, local government officials and various state and federal agency representatives.

Requires ability to prepare and review management reports.

Requires ability to express self effectively, orally and in writing.