

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMUNITY MANAGEMENT SPECIALIST II

POSITION CODE: 08892
Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under direction, performs 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; assessing, defining and offering alternative solutions to local government management problems in coordination with other department efforts.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides technical assistance to municipalities, counties and governmental units in the addressing of local government management concerns.
2. Provides technical assistance to 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 difficult reports relative to these analysis.
4. Meets with local officials to explain the purpose and significant of government operation management and fiscal management.
5. 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.
6. Maintains liaison activities with specific state and federal agencies on behalf of units of local governments thereby coordinating activities of all governmental levels.
7. Prepares and maintains reports and files relating to local government management problems and possible solutions to these problems.

COMMUNITY MANAGEMENT SPECIALIST II (Continued)

8. Gathers and prepares material and data relative to specifically assigned local government management concerns.
9. Coordinates management development activities on behalf of local governments with other department programs.
10. Promotes the concept of intergovernmental cooperation by participating in area wide meetings centered on the question of local government management concerns.
11. 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 two years of professional experience in local government management.

Knowledges, Skills and Abilities

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

Requires working 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 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 complex management reports.

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