

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMUNITY MANAGEMENT SPECIALIST III

POSITION CODE: 08893
Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under general direction, independently performs professional duties 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; acts as a staff assistant in the development of various department or office programs; reviews and conducts complex studies relative to local government administrative and fiscal management structure; assisting in training lower level Community Management Specialists.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides technical assistance to municipalities, counties and governmental units in the addressing of local government management concerns, initiating projects in anticipation of management related problem endeavors at the local government level; acts as a staff assistant in the development of various office and department programs.
2. Provides technical assistance to communities to meet the challenge of specific management related problems and issues.
3. Reviews and analyzes complex data relative to fiscal and administrative functions of units of local government and prepares and reviews difficult reports relative to these analysis and makes recommendations for management related actions.
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 regular working liaison with specific state and federal agencies on behalf of local governments thereby coordinating activities of all governmental levels.
7. Prepares or assists in preparing advisory reports and guides for local government units relative to local government management problems and solutions.

COMMUNITY MANAGEMENT SPECIALIST III (Continued)

8. Assists local government units in developing programs for the establishment of sound administrative and fiscal management practices.
9. Prepares and maintains comprehensive reports and files relating to local government management problems and possible solutions to these problems.
10. Gathers and prepares material and data relative to specifically assigned local government management concerns.
11. Coordinates management development activities on behalf of local governments with other department programs.
12. Promotes the concept of intergovernmental cooperation by participating in area wide meetings centered on the question of local government management concerns.
13. Assists in training lower level Community Management Specialists.
14. 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 three years of progressively responsible professional experience in local government management.

Knowledges, Skills and Abilities

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

Requires extensive 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.