

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ECONOMIC DEVELOPMENT REPRESENTATIVE I

POSITION CODE: 12931

Effective: 7-16-85

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, assists higher level representatives with economic and community development activities for the State of Illinois; receives work guidance and agency sponsored training in order to become familiar with the various economic development and training packages available to communities and employers, and develops marketing and presentation skills, and familiarity with community needs and resources; develops contacts by telephone and travels in a multi-county region to development presentations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in the preparation of reports, brochures, seminars and correspondence for presentation to businesses and industries by researching economic and community development data.
2. Attends staff meetings, conferences, workshops and institutes to gain technical experience in economic and community development techniques.
3. Telephones prospects in order to develop contacts in the community; observes and practices public speaking techniques, assisting the more experienced staff with informational presentations of available economic resources.
4. Studies training technical assistance, and financial aid programs offered by the State of Illinois in order to assist higher level staff representatives in providing access to technical and financial aid to Illinois businesses, local governments and community groups by answering questions and providing general information about the services offered by the State of Illinois.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## ECONOMIC DEVELOPMENT REPRESENTATIVE I (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, including coursework in business, economics, public administration, industrial relations or social sciences.

Requires one year of professional experience in the field of economic and/or community development activities, or in a related field of the private sector, including sales and/or marketing, or completion of an approved training program as an Economic Development Representative Trainee.

#### Knowledges, Skills and Abilities

Requires elementary knowledge of state and federal industrial and community assistance programs.

Requires elementary knowledge of modern management principles and practices of public and business administration.

Requires the ability to learn and apply agency policies and procedures as well as other state and federal programs to the work.