

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ECONOMIC DEVELOPMENT REPRESENTATIVE II

POSITION CODE: 12932

Effective: 7-16-85

DISTINGUISHING FEATURES OF WORK:

Under direction, performs technical and professional work, promoting and encouraging expansion of business and industry within the State of Illinois; provides guidance and advice to businesses, local governments and community groups in economic and community development activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops contacts with existing Illinois businesses to promote prospective client awareness of programs offered by the State of Illinois by providing information concerning training, technical service and financial aid offered.
2. Compares client financial reliability and specific needs with the requirements of the various technical and financial aid programs available to aid the client in choosing a program package to most effectively enhance business production and growth of Illinois jobs.
3. Identifies and answers local and/or regional marketing information needs; presents seminars to community groups which address topical issues concerning economic and community development.
4. Gathers information concerning land specifications, water and power sources, projected transportation costs and other pertinent data of all prospective business sites within an assigned area for the development of a site inventory.
5. Prepares community demographic profiles, identifies suitable industrial sites, buildings and services available, to update agency computerized information system.
6. Develops and maintains a general base of marketing information; studies manuals, documents and reports from public and private research firms to understand economic development needs and tendencies.

ECONOMIC DEVELOPMENT REPRESENTATIVE II (Continued)

7. Follows and discusses project development of other marketing professionals to improve marketing skills by establishing and maintaining effective working relationships.
8. 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 the completion of four years of college, including coursework in business, economics, public administration, industrial relations or social sciences.

Requires two years 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.

Knowledges, Skills and Abilities

Requires working knowledge of agency goals, objectives, programs and services.

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

Requires working knowledge of state and federal industrial and community economic development programs.

Requires a working knowledge of community resources and development needs.

Requires ability to meet business and civic leaders.

Requires ability to effectively address business and professional groups.

Requires ability to establish and maintain credibility with industrial and business clients, and interact effectively with company officials.

Requires ability to prepare comprehensive reports relating to economic and community development activities.