

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ECONOMIC DEVELOPMENT REPRESENTATIVE TRAINEE

POSITION CODE: 12939
Effective: 7-16-85

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, participates in an agency sponsored training program of from six to twelve months duration; receives training in division economic development activities in order to develop the necessary skills to become an effective representative.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Attends six full weeks of formal classroom training programs to understand basic division policies and procedures by studying business credit analysis, sales and presentation techniques.
2. Receives training in the preparation of reports, brochures, seminars and correspondence to become familiar with economic development determinations and tendencies by studying marketing information and listening to experienced representatives.
3. Attends staff meetings, conferences, workshops, institutes and seminars to develop a comfortable presence with prospective developers by observing experienced representatives and adopting a sentient style.
4. Studies agency computer information to understand community topography and demography by comparing community needs with business incentives.
5. 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.

Knowledges, Skills and Abilities

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.

Requires the ability to assimilate didactic information.

Requires the ability to become aware of the needs of and interact with business and community leaders.