

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

FOREIGN SERVICE ECONOMIC DEVELOPMENT EXECUTIVE I

POSITION CODE: 15871  
Effective: 3-1-70

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, assists in the direction and supervision of a foreign service office engaged in highly complex promotional and informational program; assists in the development of diverse trade, industrial development, and tourism programs; responsible for providing information to interested parties regarding the Illinois tourism program; conducts research studies to provide Illinois economic data to foreign shippers; assists in formulating and executing the various departmental informational and public relations programs of the foreign service office; assists in the negotiation of complex trade agreements.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in the supervision and training of the foreign service office staff; establishes operational methods and procedures.
2. Assists in the development of departmental policies and relations; recommends the establishment and revision of legislation, prepares various special reports; holds regular conferences with subordinate personnel.
3. Informs foreign markets of the Illinois tourism program; answers all inquiries pertaining to the Illinois tourism attractions; works closely with foreign chambers of commerce and local civil groups.
4. Assists in directing the import program involving complex administrative operations and negotiations.
5. Establishes priorities to meet deadlines for the release of material to the press, television, radio, and other news media; develops new and more effective methods of presentation of agency programs to the public.
6. Functions as a consulting service for foreign importers; assists in computing approximate import costs, insurance rates, etc., to facilitate and encourage the importation of Illinois products.
7. Delivers speeches and lectures to and participates in informal discussions with various civic and community groups and to individuals or private business firms interested in the export-import or tourism programs.

FOREIGN SERVICE ECONOMIC DEVELOPMENT EXECUTIVE I (Continued)

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 four years college with courses in business and public administration, and supplemented by a master of arts degree in business or international trade.

Requires the training necessary to read, write, and speak fluently English and the appropriate language of the country in which the foreign office is located.

Requires three years managerial experience in business or public administration in the area of international trade and public relations.

Knowledges, Skills and Abilities

Requires thorough knowledge of the principles and practices of international trade and public relations.

Requires thorough knowledge of the economic facilities and advantages of location or trade in Illinois.

Requires extensive knowledge of international economics, law, and world affairs.

Requires extensive knowledge of state import-export and Illinois tourism programs.

Requires working knowledge of the functions of state government as they affect the State economic structure.

Requires ability to assist in the supervision of a foreign office staff.

Requires ability to maintain successful working relationships with government and business contacts to promote Illinois trade and tourism programs.

Requires ability to assist in the development of difficult economic and industrial projects and research programs.

Requires ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures to employees and the general public.

Requires ability to express ideas, opinions, policies, and management directives both orally and in writing.

Requires ability to speak effectively before professional and lay groups.