

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FOREIGN SERVICE ECONOMIC DEVELOPMENT EXECUTIVE II

POSITION CODE: 15872
Effective: 3-1-70

DISTINGUISHING FEATURES OF WORK:

Subject to management approval, serves as chief of a foreign service office of the Department of Business and Economic Development; directs, coordinates, and administers the diverse and complex activities of the foreign service office; conducts publicity and informational programs involving substantial high level contacts with business and government officials to encourage international trade missions and programs, industrial development, and to promote the tourism attractions of the State of Illinois; interprets complex rules, regulations, and programs; provides Illinois economic data to interested parties; develops, formulates, and recommends revisions in the State of Illinois export and tourism promotion programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and directs the major staff services of the foreign service office, engaged in providing a broad public relations and informational program to provide active support for the department's activities and to promote the tourism programs, industrial development programs, and to particularly promote programs which will result in new business enterprise and trade agreements with the State of Illinois.
2. Informs the foreign market of the Illinois export program; conducts publicity programs to project a favorable U.S. and Illinois image via press, radio, written articles, news releases, reports, etc., to encourage trade agreements and missions; develops and maintains continuing contacts with foreign chambers of commerce, local, civic and community groups, government leaders and private enterprise.
3. Directs the import program which involves administrative negotiations and decisions of great diversity and complexity; provides Illinois economic data and basic statistical records required to analyze important Illinois markets; provides approximate import costs, insurance rates, freight and duty rates to individuals in private industry interested in Illinois products.
4. Conducts research studies into foreign marketing and economic conditions; edits foreign publications pertaining to import expansions; supplies case studies of successful foreign marketing techniques; directs the development of operational methods and procedures.
5. Participates in further development of Illinois ports in international transportation capabilities; recommends departmental policies and regulations; suggests methods and legislation which will result in more effective trade programs.

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6. Instructs subordinate administrators in operating procedures, public relations, and trade promotion techniques.
7. Assists and advises foreign firms and businessmen in regard to direct sales, foreign representation, joint ventures, local financing, licensing agreements, etc.
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 completion of four years college with courses in business or 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 four 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 various communications media and the advantages of each in publicizing the work of the department and of the State of Illinois.

Requires thorough knowledge of departmental programs and the role of publicity in accomplishing the objectives of the Illinois tourism and trade programs.

Requires thorough knowledge and understanding of the foreign land and its people.

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

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

Requires ability to direct and coordinate the total foreign service program of the department in planning objectives and in promoting commercial and public relations programs.

Requires ability to coordinate and supervise a staff engaged in varied and complex internal negotiations.

Requires ability to develop and maintain durable contacts at all levels and in public government and private business to promote a greater understanding of the advantages of Illinois in the areas of trade and tourism.

Requires ability to analyze and conduct difficult and complex trade negotiations.

Requires ability to project a favorable image of the U.S. and Illinois in public and commercial matters.