

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FOREIGN SERVICE ECONOMIC DEVELOPMENT REPRESENTATIVE

POSITION CODE: 15875
Effective: 5-16-74

DISTINGUISHING FEATURES OF WORK:

Under general direction, implements and coordinates the work of the foreign service office and the Illinois office, engaging in highly complex promotional and informational programs regarding international trade, industrial development and tourism; performs various technical administrative duties involved in implementing these programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs liaison work as a representative of the chief of the foreign service office, with business people from Illinois in contact with foreign firms involved in trade with Illinois.
2. Functions as a representative of the department in promoting Illinois products, transportation facilities, investment opportunities and tourist attractions to foreign companies and individuals; provides economic and recreational data; assists in preparing commercial and governmental documentation.
3. Organizes, solicits participation of firms, conducts and coordinates trade shows, trade missions, seaport of Chicago presentations, etc.; performs follow-up as necessary (e.g., trade leads for products not seen at trade shows).
4. Reviews the procedures and programs of trade shows and trade leads' used in promoting Illinois products and facilities out of the country; recommends changes as necessary.
5. Develops and maintains working relationships with trade associations, banks, foreign ministries, U.S. representatives of industry, Chamber of Commerce, State Department, etc., and similar organizations; arranges meetings for the promotion of tourism.

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(Continued)

6. Implements programs for the total administrative process of a foreign service office; prepares basic guides on trade or tourism; assists higher foreign service administrators in an equivalent line or staff capacity; performs administrative duties of moderate scope.
7. 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 and public administration.

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

Knowledges, Skills and Abilities

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

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

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

Requires extensive knowledge of the various communications media and the advantages of each in publicizing the work of the department and of the State of Illinois.

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

Requires ability to carry out special and general assignments.

Requires ability to exercise judgment and discretion in making decisions.

Requires ability to meet people easily and to speak before community groups to explain programs.

Requires ability to make effective oral and written reports of activities.