

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

INDUSTRIAL AND COMMUNITY DEVELOPMENT REPRESENTATIVE I

POSITION CODE: 21051

Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Under direction, performs responsible technical work in assisting in promoting and encouraging new industrial enterprises to locate in Illinois and aiding in the expansion of existing industry; assists in providing guidance and advice to local and community groups for the economic development of local areas; provides contract and procurement information and performs a variety of technical functions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in determining needs and potentialities of communities through research, correspondence, and inspection; collects and assembles information concerning possibility of community development for establishing an industrial development base with procurement opportunities and construction contracts for business enterprises.
2. Assists in providing technical guidance, advice and assistance to community organizations involved in economic and industrial research and analysis; integrates and coordinates the activities of the Department of Commerce and Economic Opportunity (DCEO) Springfield and Chicago marketing field staff with appropriate resources to ensure complete sound loans and grant applications for the department's financial programs; analyzes and assembles economic development projects and proposals for financial assistance; reviews all applications submitted under DCEO programs for completeness and develops recommendations for the FCC on the fundability of the projects.
3. Provides assistance to communities in helping to organize and motivate community industrial groups; promotes minority business enterprise efforts locally at all levels of government, assists in development of a procurement monitoring system to verify results of referrals to the Minority Business Development Assistance Network and other sources of referrals.
4. Assists in providing guidance and advice to local community groups for the economic development of local areas and the utilization of available state and federal aids.
5. Contacts industrial officials and representatives for the purpose of promoting the development of state industries; prepares and makes speeches to community, industrial and business groups to encourage the establishment of new industries.

## INDUSTRIAL AND COMMUNITY DEVELOPMENT REPRESENTATIVE I (Continued)

6. Assists in providing guidance and advice to representatives of prospective industries wishing to locate in Illinois; assists business firms and local units of government in completing fully documented applications for several government programs for business financing, including community development programs, large and small business programs, the tax credit program, and other agency grant and loan programs; develops and negotiates agreements for funding.
7. Visits sites and available facilities to determine adequacy for future use by industrial prospects.
8. Confers with industrial representatives on initial negotiations; assists in preparing summarizing articles, findings and factors which influenced industries to locate in Illinois.
9. As part of an economic development financial packaging team, assists businesses, local units of government and local economic development agencies to bring job-creating projects to fruition; confers with DCEO staff on consultation with business firms seeking financial assistance for economic development projects.
10. 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 of college with concentration in industrial development, business administration, economic geography, marketing or economics; appropriate business experience may be substituted for college on a year-for-year basis.

Requires one year of professional experience in industrial and community development, economic research, business management and promotion work, or a related field in public service.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of general business principles and practices.

Requires working knowledge of the state facilities available to industries and communities for economic development purposes.

Requires working knowledge of current trade, industrial and financial literature.

Requires ability to meet business and civic leaders easily.

Requires ability to effectively address business and professional groups.

Requires ability to investigate and assess the industrial needs and potentials of various communities.

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