

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

INDUSTRIAL AND COMMUNITY DEVELOPMENT REPRESENTATIVE II

POSITION CODE: 21052  
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under general direction, acts as a representative of the State in promoting and encouraging new industrial enterprises to locate in Illinois and assisting existing industry to develop and expand; assists communities in their economic development, etc.; cooperates with local planning agencies; promotes the industrial development and economic welfare of the state and local communities; recommends the improvement of division policy; provides technical assistance to business firms, local units of government and local economic development agencies to ensure sound financial management of loans administered by the agency and improved economic development.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Calls on top management executives in major industry throughout the country presenting the assets of the State and promoting Illinois as a location for industry; calls on business firms, local units of government and local economic development agencies to identify and assemble promising, job-creating projects, and bring them to successful completion.
2. Provides guidance, advice and assistance to representatives of prospective industries wishing to locate in areas best suited to their specific needs; performs a financial analyses for loan packages from Build Illinois, Community Development Assistance Program and Community Services Block Grants; analyzes loan applicant's assets, earnings and conditions of liabilities through a comprehensive financial analysis; analyzes financial data, projections and cost benefit analysis.
3. Monitors all loan agreements and terms made with the loan borrowers; reviews collateral, assets and financial statements to determine if there is sufficient income to support a previously established line of credit.
4. Inspects sites and buildings which are available in order to verify adequacy for future use by industrial prospects.
5. Establishes and maintains active and continuing public relations with representatives of utilities, chambers of commerce, associations of commerce and industry, area development organizations and other groups active in industrial development work.
6. Determines needs and potentialities of communities through research, correspondence, direct contact and field inspections; collects and assembles information concerning the possibilities of industrial and community development.

## INDUSTRIAL AND COMMUNITY DEVELOPMENT REPRESENTATIVE II (Continued)

7. Assists in the organization of community and industrial development groups.
8. Contacts and advises community industrial and business groups to encourage establishment of new industries where conditions are most favorable; prepares detailed presentations explaining the concepts and mechanics of government programs for business financing to lending institutions, Chambers of Commerce professional and other groups.
9. Confers with and follows through on final negotiations with industrial executives; prepares comprehensive reports, summarizing activities, findings and factors which influenced industry to locate in Illinois.
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 one or more of following fields: industrial development, business administration, economic geography, marketing or economics; appropriate business experience may be substituted for college on a year-for-year basis.

Requires two years of professional experience in the field of industrial and/or community economic development.

Knowledges, Skills and Abilities

Requires thorough knowledge of general business principles and practices applied in the organization and management of industrial enterprises.

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

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

Requires ability to interpret and adapt broad division policies to industry needs.

Requires ability to meet with community leaders and industrialists and present to them the economic advantages of locating in Illinois.

Requires ability to determine the industrial needs and potentialities of the community through field investigation.

Requires ability to speak effectively before groups.

Requires ability to establish and maintain public confidence and interest in industrial development programs.

Requires ability to prepare comprehensive reports relating to industrial prospects and negotiations.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.