

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LOCAL REVENUE AND FISCAL ADVISOR III

POSITION CODE: 24103

Effective: 3-1-79

DISTINGUISHING FEATURES OF WORK:

Under general direction acts in specialized, professional advisory capacity by providing programmatic consultation and training to local governmental officials on revenue, fiscal and grants systems and requirements; directs training programs for local government officials and conducts informational programs on requirements and means of local government; coordinates specialized functions with other state agencies; acts as lead worker regarding training programs or specialized functions such as management auditing and fills in for supervisor as required.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a special advisor, interprets applicable laws, rules and regulations; advises local government officials, consultants and technical staff on program needs, methods and techniques applicable to revenue forecasting, budgeting, levy ordinances, tax rates, accounting procedures and expenditures, and other local fiscal matters, including the use of new or complex local financing devices.
2. As required, acts as team leader on major projects such as local fiscal management studies, management audits or local revenue forecasting studies.
3. Develops, and conducts in-service training programs of procedural instruction for local governmental officials.
4. Confers with and coordinates local government activities with various state agencies, and local governmental and civic organizations concerning related or common matters.
5. Plans, organizes and directs local government fiscal, taxation and training assignments.
6. Prepares informational articles and delivers speeches, informal talks and lectures to various community and civic groups, and the general public, pertaining to methods and procedures for improved local fiscal practices.
7. Recommends to supervisor and division head revisions in policies, procedures and practices affecting local government consultative operations; acts as lead worker and fills in for supervisor as required.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

LOCAL REVENUE AND FISCAL ADVISOR III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in accounting, finance, economics, or public administration.

Requires three years of professional experience in accounting, auditing, budgetary planning, or in a related governmental field involving tax rates and levies.

Knowledges, Skills and Abilities

Requires thorough knowledge of local government fiscal policies and procedures.

Requires thorough knowledge of statutes, rules and regulations governing local tax administration.

Requires thorough knowledge of organization and operation of local level government organization and operation.

Requires thorough knowledge of training methods and techniques and skills in developing basic training aids and graphics.

Requires extensive knowledge of mathematical formulas, principles and techniques.

Requires extensive knowledge of research and/or unit techniques and principles.

Requires extensive knowledge of business English and grammar and skill in expressing and explaining analytical findings and data.

Requires elementary knowledge of supervisory techniques and practices.

Requires ability to formulate, develop and implement budgetary and accounting procedures for local governments.

Requires ability to research, interpret, and explain state laws and regulations.

Requires ability to develop, prepare and present clear and concise reports and recommendations of budgetary and accounting standards.

Requires ability to exercise tact and diplomacy in working with local government officials, the general public and employees.

Requires ability to apply and interpret data and information and to apply mathematical formulas and techniques.

Requires ability to provide leadership to lower level staff and coordinate assigned projects or functions.

Responsibility is held for accumulation of all facts/data and correct evaluation in reports/decision making.

Responsibility is held for cost effective utilization of time, equipments and materials.

Responsibility is held for maintenance of satisfactory work relationships both internal and external.