**Section 800.300 Description of Organization Structure**

a) Director serves as head of the Department and is appointed to this office by the Governor of the State of Illinois, by and with the advice and consent of the Senate.

b) Assistant Director serves as assistant to the Director under the direction, control, and supervision of the Director and is appointed to this office by the Governor of the State of Illinois, by and with the advice and consent of the Senate.

c) Audits is responsible for performing all internal audits of the department and its activities and coordinating internal audits of the department's State and Federal grants.

d) Executive Assistant to the Director serves as the department's chief of staff providing direction and coordination for personnel services, strategic planning, legal services, and all grant funding decisions through oversight of the Financial Commitment Committee.

e) Personnel handles all hiring, promotions, discharges and disciplinary activities, and all other personnel activities. Additionally, Personnel represents the department in labor negotiations.

f) Planning and Support coordinates and develops the department's long term planning process and is responsible for the department's training and conference activities.

g) Small Business Growth Corporation provides low interest, long term loans to small business to help finance expansion that will create new jobs for the State.

h) Legal is responsible for handling all legal affairs of the department.

i) Legislative Affairs serves as the department's legislative liaison.

j) Communications provides public information and coordinates relations with the media. Additionally, Communications coordinates the department's economic research activities.

k) Advertising is responsible for the advertisement and promotion of Illinois and all its attractions.

l) Marketing encourages and promotes the economic development of Illinois through activities conducted by its Springfield and Chicago divisions.

m) Films assists in the development of Illinois into a major motion picture and television production center.

n) Tourism promotes Illinois attractions and special events to increase tourism revenue in the State.

o) International Business promotes Illinois to businesses abroad and encourages firms to locate and expand business in Illinois.

p) Program Administration is responsible for coordinating a variety of assistance programs to businesses, industries, and local governments and administers programs which provide job training and other support services to unemployed and low-income people.

q) Business Finance and Program Development develops new programs to assist small business and coordinate a wide array of financial assistance programs for Illinois firms.

r) Grants Administration coordinates the establishment of grants for the administration of Federally funded programs and monitors the financial management of those grants.

s) Job Training System administers State and Federal training programs to foster Illinois economic development through a trained, skilled workforce.

t) Economic Opportunity administers program which assist low income individuals with paying their utility bills, weatherizing their homes, and helping them become independent and self-sufficient individuals.

u) Operations coordinates the department's support functions including accounting, budgeting, management information, and management services.

v) Management Services oversees the department's library, printing services and automobile use.

w) Administrative Services manages the department's accounting system and budgeting.

x) Management Information System develops and coordinates the department's automated data processing capabilities.