



Exploring Professional Services, Finance and IT Careers in Livingston County

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Industry Overview

It takes a network of connected and specialized services to make Livingston County thrive. Accountants, executive secretaries, paralegals, and software developers all provide a wide range of services that keep our community flourishing.

The professional services, finance, and information technology (IT) services sector comprises establishments that specialize in performing a variety of services for businesses. These activities require a high degree of expertise and training. For workers in these areas, helping companies and communities is the core of their jobs.

- **Are you creative?**
- **Are you interested in the law?**
- **Do you have good attention to detail?**
- **Do you like math?**
- **Do you like to work in teams?**
- **Do you like writing?**
- **Do you like working with computers?**



In-Demand Professional Services Jobs

The Livingston Workforce Service office has identified 16 high-demand jobs with available training programs in these professions which are listed on the back page with related wage and training information. Certain occupations may require testing or licensure. Most require drug testing and criminal background checks.

Outlook & Growth

Growing demand for new digital tools and services is driving job growth in the IT and professional services industries in Livingston County. As businesses continue to adopt and integrate new technologies to increase their business efficiencies, they are constantly looking for highly trained professionals. This leads to continued job growth and opportunities in these industries!



Training

Jobs in Livingston County's professional services, finance, and IT industries do require education and training, yet they don't always require a four year degree. Depending on your career interests and goals, you can choose a training program that lasts from several weeks to more than four years. Here are some examples below:

1 Year or Less Certificate Program

- Computer User Support Specialist
- Executive Secretary or Admin Assistant

2 Years Associate Degree

- Computer Network Support Specialist

The Livingston Workforce Services website provides information about careers in professional services, finance, and IT. It also includes local Livingston County job postings, available training programs, and advice on how to find financial aid. It is a resource which will introduce you to professional services jobs in Livingston County and help you figure out which ones could be the right fit for you.

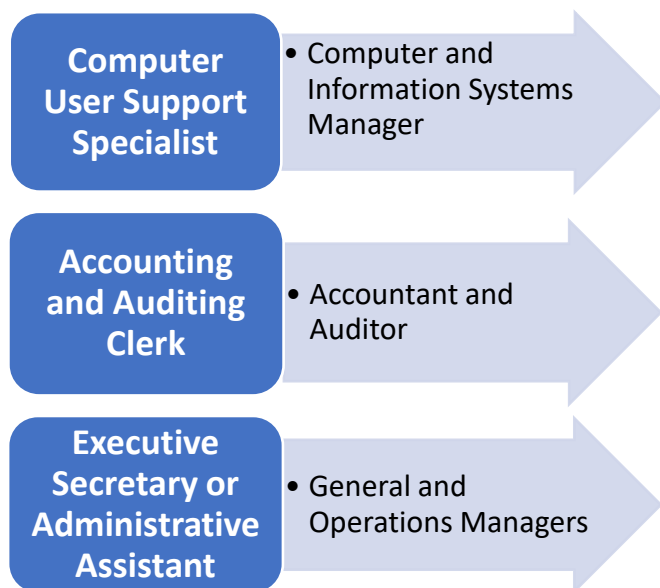
Career Opportunities

There are many job specializations and opportunities within these industries. Whether you are interested in human resources, web development, accounting, or paralegal work, you can choose from a variety of interesting and challenging careers to explore.

Of course, you don't have to stick to one career pathway. You may start in one career, and advance with experience and education into something different.



Here are some professional services career pathway examples:



These career pathway examples are just a way to get you started – the next step is up to you!

Required Skills & Abilities

Although completing the required technical training is critical to landing a job in these professions, there are additional skills employers look for. To move ahead in, and even begin your career, you will need to demonstrate good interpersonal and communication skills.



















Below are some examples of interpersonal and communication skills in the professional services, finance, and IT industries.

How many of these skills do you see in yourself?

- **Attention to detail - quality control, organization, analytical thinking**
- **Communication - writing, presenting, computer literacy**
- **Organization - time management, flexibility**
- **People management - teamwork, influencing, negotiation**



Livingston County In-Demand Professional Services, Finance & IT Jobs

Job Title		Annual Job Openings Bloomington Peoria Region	Annual Job Openings Livingston County Area	Average Starting Hourly Wage	Average Hourly Wage with Experience
Certificate					
	Bookkeeping, Accounting and Auditing Clerks*	254	82	\$16.26	\$25.15
	Computer User Support Specialists*	54	13	\$15.94	\$26.17
	Executive Secretaries and Executive Administrative Assistants*	82	21	\$22.27	\$36.79
	Paralegals and Legal Assistants*	59	9	\$20.96	\$33.15
Associate Degree					
	Computer Network Support Specialists**	39	9	\$20.22	\$34.70
Bachelor Degree					
	Accountants and Auditors	203	54	\$23.53	\$43.25
	Computer and Information Systems Managers	83	13	\$44.28	\$74.34
	Computer Systems Analysts	121	18	\$34.56	\$54.47
	Financial and Investment Analysts	78	14	\$32.02	\$59.93
	General and Operations Managers	487	145	\$22.69	\$62.88
	Graphic Designers	43	9	\$18.04	\$36.11
	Human Resource Specialists	118	37	\$20.85	\$37.50
	Market Research Analysts and Marketing Specialists	166	42	\$17.42	\$34.74
	Network and Computer Systems Administrators	29	6	\$33.80	\$50.70
	Software Developers	224	32	\$44.65	\$66.81
	Web Developers	18	3	\$26.91	\$44.48

*Earning an associate degree will also satisfy educational requirements for this job.

**Earning a bachelor degree will also satisfy educational requirements for this job.