Exploring Professional Services, Finance and IT Careers

in Livingston County

Look inside to learn about:

Industry Overview

Industry Outlook & Growth

Available Training

Required Skills & Abilities

Wage Trends

Education Requirements

Career Opportunities

Industry Overview

It takes a network of connected and specialized services to make Livingston County thrive. Accountants, computer programmers, paralegals, and technical writers 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 18 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 and Information Analyst
- Database Administrator
- Office Clerk

2 Years Associate Degree
- Accountant or Auditor
- Computer Programmer
- Paralegal or Legal Assistant

livingstonworkforceservices.weebly.com 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.
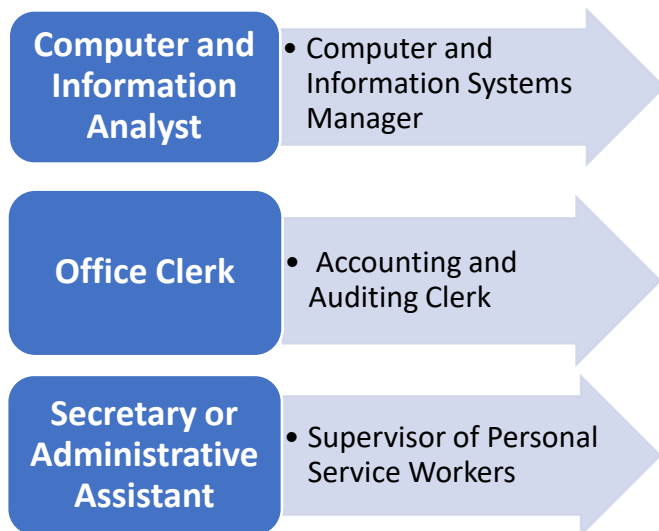
Career Opportunities

There are many job specializations and opportunities within these industries. Whether you are interested in website design, software 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:

Computer and Information Analyst	• Computer and Information Systems Manager

Office Clerk	• Accounting and Auditing Clerk

Secretary or Administrative Assistant	• Supervisor of Personal Service Workers

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 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	Average Starting Hourly Wage	Average Hourly Wage with Experience
	Certificate				
	Computer and Information Analysts	159	~10	$26.93	$72.58
	Computer Network Support Specialists*	45	~10	$15.76	$38.97
	Database Administrators*	28	~10	Insf. Data	Insf. Data
	IT Project Managers	261	15	$19.23	$56.74
	Network and Computer Systems Administrators and Computer Architects	68	~10	Insf. Data	Insf. Data
	Office Clerks	780	49	$10.06	$26.03
	Associate Degree				
	Accountants and Auditors	210	~10	$15.64	$42.93
	Bookkeeping, Accounting and Auditing Clerks	342	20	$10.11	$29.33
	Computer and Information Systems Managers	159	~10	$26.93	$72.58
	Computer Programmers	61	~10	Insf. Data	Insf. Data
	Computer User Support Specialists	70	~10	$9.62	$32.27
	Executive Secretaries and Executive Administrative Assistants	123	~10	$16.78	$39.02
	Paralegals and Legal Assistants	48	~10	$17.71	$40.90
	Secretaries and Administrative Assistants	371	19	$10.24	$27.08
	Software Developers	414	~10	$21.16	$52.51
	Supervisor of Office and Administrative Support Workers	216	12	$15.29	$42.15
	Supervisors of Personal Service Workers	26	~10	Insf. Data	Insf. Data
	Web Developers	18	~10	$14.85	$55.20

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