



Senior Public Service Administrator, Option 8N Springfield Central Office

The Illinois Department of Public Health, Office of Preparedness & Response has an opening for a Division Chief (SPSA, Opt 8N) within the Division of Emergency Medical Services (EMS) and Highway Safety. This individual performs a full range of highly responsible functions, serves as the administrator and implements policies impacting the States' EMS programs. Plans, organizes, executes and monitors the on-going operations of the Division. Supervises subordinate staff through lower level management.

Requires knowledge, skill and mental development equivalent to completion of four years of college; **must be licensed in Illinois as a Professional Registered Nurse**. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization; requires thorough knowledge of public health, hospital and business administration, principles and practices. Requires thorough knowledge of agency programs and service objectives, activities and operational systems. Require ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems. Requires the possession of a valid Illinois Driver's license and the ability to travel statewide. Prefers excellent computer skills and work experience in Microsoft products including, Word, Excel, PowerPoint, etc.

This position is located in Springfield, IL; no relocation expenses will be paid.

The current salary range for this position is \$4,295 - \$12,128 per month

TO APPLY:

- 1) Download the Central Management Services (CMS) Employment Application (CMS-100) @ www.work.illinois.gov;
- 2) Complete the employment application indicating Senior Public Service Administrator, Opt 8N (Division Chief) as the position title, and;

3) MAIL DIRECTLY TO:

Carla Finley, HR Specialist
Illinois Department of Public Health - HR Department
535 W. Jefferson Street, 4th Floor
Springfield, IL 62761
(217) 785-2031, dph.hrrecruiter@illinois.gov

For more information on the Illinois Department of Public Health and our offices

visit our website @ www.dph.illinois.gov

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IDPH is an equal opportunity employer committed to a diverse workforce. In compliance with the American's with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.