



Senior Public Service Administrator, Bureau Chief Springfield Central Office/Division of Long Term Care

The Illinois Department of Public Health, Office of Health Care Regulation has an opening for a Bureau Chief within the Division of Long Term Care. This individual performs a full range of highly responsible administrative functions and serves as policy-making official for Long Term Care, developing and implementing policies impacting the Long Term Care programs. Speaks on behalf of the Director and Deputy Director regarding Long Term Care issues. Plans, organizes, executes and monitors the on-going operations of the Divisions of Field Operations, Quality Assurance and Assisted Living. Supervises subordinate staff.

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires thorough knowledge of programs and service objectives, activities and operational systems of the Department of Public Health. Requires ability to exercise judgment and discretion in developing, implementing and interpreting department policies and procedures. Requires ability to communicate effectively both verbally and in writing. Requires ability to multi-task and organize. . Requires knowledge or proficiency in the use of Microsoft Office, including Outlook, Word, Powerpoint and Excel. Requires the ability to travel and a valid Illinois driver's license.

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 (Bureau Chief) as the position title, and;

3) MAIL DIRECTLY TO:

Tracy Chrans, 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 Rutan Interview process.