

Job Title: SENIOR PUBLIC SERVICE ADMINISTRATOR, OPT 1 (MANAGER, OFFICE OF COMMUNITY RELATIONS)

Requisition ID **49911** - Posted **09/12/2025** - (Springfield - 2520 W Iles Ave)
(Science, Technology, Engineering & Mathematics; Leadership & Management) - **Central Region** -
(Sangamon) - **SENIOR PUBLIC SERVICE ADMINISTR - 40070** - **None**

Job Requisition ID: 49911

Closing Date: 09/26/2025

Agency: Environmental Protection Agency

Class Title: SENIOR PUBLIC SERVICE ADMINISTR - 40070

Skill Option: General Administration/Business Marketing/Labor/Personnel

Bilingual Option: None

Salary: \$11,540.00-\$12,970.00 monthly

Job Type: Salaried

Category: Full Time

County: Sangamon

Number of Vacancies: 1

Bargaining Unit Code: None

Merit Comp Code: Term Appointment, Gubernatorial (Management Bill) Exclusion from RC063 Collective Bargaining Coverage

****A RESUME IS REQUIRED FOR THIS JOB POSTING****

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Environmental Protection Agency must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

Sponsorship for Employment

The State of Illinois does not provide sponsorship for employment visa status (e.g. H-1B visa status), nor is the State able to provide extensions of optional practical training (OPT) under the STEM-designated degree program for F-1 students. To be considered for permanent employment with the State of Illinois, applicants must be currently authorized to work in the United States on a full-time basis.

POSTING IDENTIFICATION# 49911

Answer all questions thoroughly-DO NOT STATE SEE RESUME

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Illinois Environmental Protection Agency (IEPA), Associate Director's Office (ADO), is seeking an individual for the position of Senior Public Service Administrator, Opt. 1 to serve as the Manager for the Office of Community Relations (OCR). This position will be responsible for directing IEPA's public participation programs statewide. The position is located at IEPA headquarters in Springfield and will supervise OCR staff at headquarters and in the IEPA Chicago office. The ideal candidate will be experienced in developing and leading outreach and engagement strategies for diverse audiences; speaking publicly, especially to challenging audiences; and communicating complex technical writing and ideas in plain language.

The benefits of working at the EPA include a 37 ½ hour work week, a generous salary and benefits package (paid time off for vacation, sick or personal leave, holidays) pension and other retirement benefits, tuition reimbursement, and insurance eligibility on day one (medical, dental, vision, and life). We invite all qualified candidates to apply.

Essential Functions

- Serves as the Manager of the Office of Community Relations (OCR), in the Associate Director's Office (ADO), Illinois Environmental Protection Agency (IEPA)
- Serves as full line supervisor.
- Directs OCR staff to fulfill the IEPA's statutory and regulatory requirements for public participation.
- Directs IEPA staff in statewide community relations activities:
- Represents the Agency's Director and other senior leadership with external stakeholders on sensitive environmental issues.
- Performs other duties as required or assigned, which are reasonably within the scope of duties enumerated above.

Minimum Qualifications

- 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.

Preferred Qualifications

- Prefers at least (4) four years of experience in developing and leading public outreach and engagement strategies for diverse audiences.
- Prefers at least (4) four years of experience in public speaking, especially to challenging, difficult or hostile audiences.
- Prefers at least (4) four years of experience communicating complex technical writing and ideas in basic language to varying audiences.
- Prefers at least (4) years of experience utilizing interpersonal and conflict resolution techniques in a public or private organization.
- Prefers at least (4) four years of experience in addressing public concerns surrounding environmental and public health issues in a public or private forum.
- Prefers at least (4) four years of experience in the utilization of digital communication tools to support a broader public engagement strategy.
- Prefers knowledge of risk communication strategies as demonstrated by coursework and/or professional training.
- Prefers ability to analyze administrative programs and adopt an effective course of action.
- Prefers ability to exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures.
- Prefers ability to develop and maintain cooperative working relationships.

Conditions of Employment

- Requires ability to travel in the performance of duties, with overnight stays as appropriate.
- Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime. This requires the ability to work evenings and weekends.
- Requires appropriate, valid driver's license.
- Requires the ability to pass a name-based background check.
- This position has been found to meet the requirements in section 4A-101 of the Illinois Governmental Ethics Act requiring the occupant/employee to file a Statement of Economic Interest. The Illinois Governmental Ethics Act (5 ILCS 420/4A et seq.) requires certain state officials and employees to file annual Statements of Economic Interest with the Office of the Secretary of State that will be made available for examination and copying by the public. All employees required to file a Statement of Economic Interest are also required to file the Supplemental Statement of Economic Interest with Executive Ethics Commission. (See Executive Order 15-09) Fines and penalties apply to untimely filings.
- Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within

one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office

of the Executive Inspector General for the Agencies of the Illinois Governor (OEIG) or may be subject to a fine.

- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

Work Hours: 8:30-5 Mon-Fri

Work Location: 2520 W Iles Ave, Springfield, Illinois, 62704

Agency Contact: Kathy Taylor

Email: kathy.taylor@illinois.gov

Phone #: 217-785-1745

Posting Group: Science, Technology, Engineering & Mathematics; Leadership & Management

Agency Mission: The mission of the Illinois EPA is to safeguard environmental quality, consistent with the social and economic needs of the State of Illinois, so as to protect health, welfare, property, and the quality of life. The Illinois EPA works to safeguard natural resources from pollution to provide a healthy environment. By partnering with businesses, local governments, and the public, the Illinois EPA is dedicated to continued protection of the air we breathe, and our water and land resources.

Revolving Door: Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor ("OEIG") or may be subject to a fine.

Term Appointment: Candidates hired into a term position shall be appointed for a term of 4 years and are subject to a probationary period. The term may be renewed for successive four-year terms at the Director of the Environmental Protection Agency's discretion.

Economic Interest: This position has been found to meet the requirements in section 4A-101 of the Illinois Governmental Ethics Act requiring the occupant/employee to file a Statement of Economic Interest. The Illinois Governmental Ethics Act (5 ILCS 420/4A et seq.) requires certain state officials and employees to file annual Statements of Economic Interest with the Office of the Secretary of State that will be made available for examination and copying by the public. All employees required to file a Statement of Economic Interest are also required to file the Supplemental Statement of Economic Interest with Executive Ethics Commission. (See Executive Order 15-09) Fines and penalties apply to untimely filings

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com