

Job Title: SENIOR PUBLIC SERVICE ADMINISTRATOR 8H

Requisition ID **15007** - Posted **11/18/2022** - (Marion - 2309 W Main St)
(Administration/Management) - **Southern Region** - (Williamson)

Agency: Department of Public Health

Office: Health Protection

Division: Environmental Health

Posting ID: 53-21-0173

Posted: 11/18/2022 - 12/5/2022

Salary: \$7,200-\$9500/monthly

Job Type: Salaried Full Time

County: Williamson

Number of Vacancies: 1

Plan/BU: Term Appointment Gubernatorial (Management Bill) 063

******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 Department of Public Health 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.

Agency Marketing Statement

The Illinois Department of Public Health (IDPH) is tasked with the oversight of communities within Illinois to achieve and maintain optimal health and safety. With an annual budget of over \$600 million in state and federal funds, 7 regional offices, 3 laboratories and over 1,100 employees, IDPH is equipped to fulfill its mission of protecting the health and wellness of the people of Illinois through the prevention, health promotion, regulation and control of disease and injury.

Position Overview

Under administrative direction from the Chief of the Division of Environmental Health, performs highly technical work as a licensed environmental health practitioner in planning, directing and coordinating several multiphase environmental health programs in the regional office. Supervises professional staff in the regional office.

Job Responsibilities

1. Plans and directs all regional environmental health programs related to swimming pools and bathing beaches, water well construction and well pump installation, private water supplies, non-community public water supplies, private sewage disposal, plumbing, manufactured housing, mobile home parks, youth camps, recreation areas, migrant labor camps, solid waste disposal, nuisances, mass gatherings, environmental toxicology, pesticides, vector control, product safety, mobile home tie down, hospital sanitation and institutional sanitation.
2. Reviews plans and specifications provided to ensure compliance with all applicable federal, state and local environmental health laws and regulations.

- Provide comments and recommendations to the central office Division staff concerning facilities regulated by the Department's regulations.
 - Consults with the Division Chief regarding the planning, organizing and coordination of Division activities within the region, and provides organizational interface between regional and central office Division staff.
3. Prepares and/or reviews all evidence submitted for court proceedings and approve all referrals.
 - Provides expert technical and legal testimony in court cases.

(Job Responsibilities continued)

4. Serves as full-line supervisor:
 - Assigns and reviews work
 - Provides guidance and training to assigned staff
 - Counsels staff regarding work performance
 - Reassigns staff to meet day-to-day operating needs
 - Establishes annual goals and objectives
 - Approves time off
 - Adjusts first level grievances
 - Effectively recommends and imposes discipline up to and including discharge
 - Prepares and signs performance evaluations
 - Determines and recommends staffing needs
5. Schedules and conducts or directs training courses in various technical programs for Public Health and local health department staff, the regulated industry and the general public addressing environmental health activities covered by Department laws and regulations.
6. Explains and interprets state Laws and Department rules and regulations, policies and procedures as they relate to environmental health programs to the general public, public officials, local health departments and other local groups.
7. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above

Minimum Qualifications

1. Requires possession of a Bachelor's Degree in public health, occupational health, safety engineering, environmental, biological or physical science related field with a minimum of 30 semester hours in the physical and/or biological sciences.
2. Requires prior experience equivalent to four years of progressively responsible administrative experience related to environmental health investigation and administration of environmental public health programs.
3. Requires licensure as an environmental health practitioner.

Preferred Qualifications

1. Thorough knowledge of local, state and federal environmental health and public health laws and regulations.
2. Extensive knowledge of administrative procedure and management principals.
3. Four years experience serving as a supervisor.
4. Two years experience providing expert technical and legal testimony in court cases.
5. Four years experience delivering training courses regarding environmental health programs.
6. Four years experience communicating with various entities both verbally and written.

Employment Conditions

- Requires the ability to travel extensively within the state.
- Requires the possession of a valid Illinois driver's license.

Work Hours: Monday - Friday 8:30 to 5:00

Work Location: 2309 W Main St Marion, IL 62959-1187

Job Function: Administration/Management

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 Department of Public Health's discretion.