



**Deputy Director  
(Senior Public Service Administrator)  
Office of Health Care Regulation**

The Illinois Department of Public Health seeks a qualified administrator to serve as Deputy Director within the purview of the Office of Health Care Regulation. The Deputy Director establishes policy, directs a large number of professional and technical staff, and provides program direction and evaluates activities for the Bureau of Long Term Care and the Divisions of Administrative Rules and Procedures, Health Care Policy & Support Service, Hospitals & Ambulatory Services and Health Care Facilities & Programs; responsible for the allocation of resources within the office including fiscal and personnel activities.

The Deputy Director supervises subordinate staff through lower level management; assigns work and provides direction; performs annual performance evaluations and sets work goals for subordinates; recommends and administers discipline as necessary. Provides direction, recommends salary increases, hears and responds to grievances. Directs evaluation of various health care programs to assure compliance with applicable State and Federal laws, rules and regulations; identifies changes needed to improve program effectiveness and efficiency; establishes appropriate priorities and identifies and allocates resources in accordance with office priorities.

**Qualifications:** This is a leadership position that requires a strong manager with excellent organizational skills. 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 public or business organization and thorough knowledge of public administration, principles and practices. Must possess a thorough knowledge of agency programs and service objectives, activities and operational systems; excellent computer skills and work experience in word processing and spreadsheet applications required. A Master's Degree is preferred.

- Salary commensurate w/experience
- Position located in Chicago or Springfield, IL
- Relocation costs will not be paid

**For Immediate Consideration Submit your CMS-100 and Resume to:**

Illinois Department of Public Health  
69 W. Washington Street, 35<sup>th</sup> Flr.  
Chicago, IL 60602  
Attn: Robin Tucker-Smith  
312-814-1041 ofc  
[dph.hrrecruiter@illinois.gov](mailto:dph.hrrecruiter@illinois.gov)

**Download the CMS-100 employment application at:** <http://www.work.illinois.gov/download.htm>

Visit our website @ [www.idph.state.il.us](http://www.idph.state.il.us)  
Like us on Facebook @ [www.facebook.com/IDPH.illinois](http://www.facebook.com/IDPH.illinois)  
Follow us on Twitter @ [www.twitter.com/IDPH](http://www.twitter.com/IDPH)

*IDPH is an equal opportunity employer committed to a diverse workplace. In compliance with the ADA and IHRA, 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.*

**Open Until Filled**