



Invites applications for the position of:

SENIOR PUBLIC SERVICE ADMINISTRATOR - OPT MC6

An Equal Opportunity Employer

OPENING DATE: 05/09/18

SALARY

\$4,295.00 - \$10,500.00 Monthly

CLOSING DATE: 06/09/18 11:59 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under executive direction of the Commissioners, serves as the Director of the Commission, providing leadership in all program areas of the Commission in its efforts to advocate for and coordinate services to the deaf, hard of hearing and DeafBlind population of the state of Illinois.

1. As Director of the Commission, supervises the development of the 5-year strategic plan, administering all program areas including issues related to accessibility, advocacy, and referral services; makes recommendations and receives policy direction from the Commission; reports periodically to the members of the Commission of the status of all Commission activities; creates and implements policies and procedures to accomplish Commission objectives and mandates.
2. Through use of sign language and other communication methods, plans, formulates, directs, monitors the policies, objectives and programs of the Commission; provides leadership to and coordination of the Commission as a liaison between the deaf, hard of hearing, and DeafBlind communities and the General Assembly, Governor's Office and public and private agencies. Serves as a technical consultant and resource to public and private agencies and organizations in the planning, implementation and administration of programs and services for the deaf, hard of hearing, and DeafBlind
3. Supervises and provides administrative support to Commission staff. Assigns and reviews the work of subordinate staff; establishes employee annual performance objectives, prepares and signs annual performance evaluations; counsels staff regarding work performance; approves time off requests; reassigns staff to meet day-to-day operating needs; implements personnel decisions related to hiring, grievances and discipline including discharge.
4. Develops and advocates legislation, regulations, policies, and programs to the General Assembly to create systems change in services and opportunities for deaf, hard of hearing and DeafBlind individuals. Maintains awareness of legislative developments at the state and national levels, to design specific policies, procedures, and guidelines to support the work of the Commission. Attends and testifies at policy-making or legislative hearings when appropriate.
5. Directs the development and dissemination of informational materials in a variety of formats including but not limited to American Sign Language videos, website, and written materials regarding hearing loss, deaf culture, the rights of the deaf, hard of hearing, and DeafBlind, licensure of sign language interpreters and the promotion of accessibility to services.

6. Coordinates and monitors complaints filed with the Commission of alleged violations of the rights of deaf, hard of hearing individuals and DeafBlind; contacts appropriate parties involved to obtain additional information, educate on the rights of deaf, hard of hearing and DeafBlind individuals, and/or attempt to negotiate a satisfactory resolution of complaints; and educate individuals about how to file a complaint with civil rights enforcement agencies.
7. Prepares and justifies Commission budget requests with the Office of Management and Budget, testifies at budget hearings before the legislature and administers approved agency budget.
8. Coordinates and directs the administration of the Interpreters for the Deaf Licensure Act of 2007 and the IL Board of Evaluation of Interpreters state certification system with the advice and recommendation of the Illinois Board of Interpreters.

MINIMUM REQUIREMENTS

Requires knowledge, skill, and mental development equivalent to four years of college and prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires thorough knowledge of agency programs and service objectives, including supervising agency staff and providing services to deaf, deaf/blind and hard of hearing individuals. Requires proficiency in American Sign Language and a working knowledge of other methods of manual communication. Requires comprehensive knowledge and understanding of deafness, deaf culture, and issues relating to deaf, deaf/blind, hard of hearing, and late-deafened individuals; requires a working knowledge of state government operations

WORK HOURS & LOCATION/AGENCY CONTACT

Work Hours: 8:30am to 5:00pm - Monday through Friday

Contact: IL Deaf and Hard of Hearing Commission
Patty Greene, Personnel Manager
528 South 5th Street, Ste. 209
Springfield, IL 62701

Phone: 217/557-4495 Voice/Relay
VP: 217/717-9110
Email: Patty.greene@illinois.gov

HOW TO APPLY

Send a copy of Resume and CMS-100 ***must be sent via US Mail*** to:

Patty Greene, Personnel Manager
528 South 5th Street, Ste. 209
Springfield, IL 62701

APPLICATIONS MAY BE OBTAINED FROM: <http://work.illinois.gov/>