

Date: Oct 25, 2021
Location: Chicago, IL, US, 60602-3134
Job Requisition ID: 8745
Agency: Department of Public Health
Office: Office of Policy Planning and Statistics
Posting ID: 23-22-0107
Date Posted: 10/25/2021
Salary: \$10,250/monthly
Job Type: Salaried Full Time
County: Cook
Number of Vacancies: 1

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

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You **WILL NOT** be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Job Responsibilities

1. Directs the administration of all programs and functions of the Illinois Health Facilities and Services Review Board; executes its policies, programs, duties and responsibilities in conformance with Board's policies including: Directs the administrative functions of organization and management of the Board, advises the Board on policy and administrative procedure; conducts its meetings and hearings; transmits its decisions; arranges for the conduct of administrative hearings; schedules and conducts or arranges for the conduct of its appeal fair hearings; maintain its records and files and administering its fiscal responsibilities; reports periodically to the Board on staffing, budgetary, and administrative resources and needs; directs the management and operating system to process all applications for permit or exemption or other transactions filed with the Board; coordinates these programs and functions with other state health facility and services programs. As the agent of the Board and in the manner it prescribes, prepares all contracts and agreements to which the Board is a party. Represents the Board whenever necessary; writes and issues letters and other communication on its behalf. Performs other duties as directed by the Board by its Chairman.]
2. Develops and administers the regulatory and legislative components of the Board's activities; drafts legislation and testifies on legislation when so directed; advises the Board on legislation of interest to it. Initiates the development and promulgation of rules, regulations and procedures subject to the Administrative Procedures Act.
3. Coordinates the Board's responsibilities specified in the Health Facilities Planning Act including: The review of applications for permits and exemptions and other related matters in accordance with the standards, criteria and plans of need established by the Board; the charging and collection of fees and fines authorized by the Planning Act for deposit into the Illinois Health Facilities Planning Fund for use in the expenses of administering the Act; maintaining liaison and working relations with other State agencies and programs having responsibilities affecting health care facilities including but not limited to licensing and cost reporting; collecting and analyzing health care facilities and services data, conducting research, and providing information and studies on health care facilities, equipment, services, and systems to the Board.
4. Supervises regular subordinate staff, contract employees, interns and student workers through lower level management; assigns work, provides direction and supervises subordinate staff; performs annual performance ratings and evaluates performance of subordinates; establishes work goals; recommends and administers discipline, when/if necessary; provides direction to subordinates; recommends salary increases; hears and responds to grievances; conducts interviews of prospective new employees and recommends applicants for hire.

5. Maintains liaison and working relations with public and private individuals and organizations at national, state and local levels, prepares papers and presents speeches.

6. Performs other duties as required or assigned which are reasonably within the scope of the 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.
- Requires thorough knowledge of public and business administration, principles and practices.
- Requires thorough knowledge of programs and service objectives, activities and operational systems.
- Requires ability to analyze administrative programs and adopt an effective course of action.
- Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.
- Requires ability to exercise judgment and discretion in developing, implementing, and interpreting policies and procedures.
- Requires ability to develop and maintain cooperative working relationships.

Preferred Qualifications

- Prefers 5 years' experience directing the administration of a government organization including executing policies, programs, duties and responsibilities in conformance with regulatory/statutory and administrative procedures authority.
- Prefers 5 years' experience directing the administration of a government organization including executing policies, programs, duties and responsibilities in conformance with regulatory/statutory and administrative procedures authority.
- Prefers 5 years' experience maintaining liaison and working relations with other government organizations including state agencies and programs having responsibilities affecting health care facilities including but not limited to licensing and cost reporting.
- Prefers 5 years' experience collecting and analyzing health care facilities and services data, conducting research, and providing information and studies on health care facilities, equipment, services, and systems to a governing body.
- Prefers 5 years' experience maintaining liaison and working relations with public and private individuals and organizations at national, state and local levels, prepares papers and presents speeches.
- Prefers 7 years' experience supervising subordinate staff, contract employees, interns or student workers through lower level management including performing annual performance ratings and evaluates performance of subordinates; establishing work goals and recommending and administering discipline, when/if necessary, providing direction to subordinates, recommending salary increases and conducting interviews of prospective new employees and recommendation applicants for hire.

Conditions of Employment

- Requires ability to travel to attend meetings.

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

Work Location: 69 W Washington St Chicago, IL 60602-3134

Job Function: Administration/Management; Health Services; Public Safety

[APPLY](#)