



STATE OF ILLINOIS

State Fire Marshal
Public Safety Shared Services Center
1301 Concordia Court, P.O. Box 19293
Springfield, IL 62794-9293

<http://work.illinois.gov/>

Invites applications for the position of:

PUBLIC SERVICE ADMINISTRATOR - OPT 1

An Equal Opportunity Employer

BID ID #: 50-50-SFM18-014

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU:

SALARY

\$3,116.00 - \$9,765.00 Monthly

OPENING DATE: 08/10/18

CLOSING DATE: 08/23/18 04:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under administrative direction of the Division Manager for the Division of Personnel Standards and Education, serves as assistant division manager. Plans, develops, organizes, directs, evaluates, and coordinates the daily operation of the Division. Supervises the Fire Certification Specialist Supervisor and aspects of technical training, test banks and field operations; supervisory authority and responsibility; in the absence of the Division Manager, assumes managerial responsibility.

MINIMUM REQUIREMENTS

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires five years of progressively responsible administrative experience in a fire service environment. Requires State of Illinois certification as a Fire Officer II or Advanced Fire Officer. Requires State of Illinois certification as a Fire Service Instructor III. Requires State of Illinois certification as a Fire Training Program Manager.

WORK HOURS & LOCATION/AGENCY CONTACT

Work Hours:
Mon-Fri 8:30 AM to 5:00 PM

Work Location:
Office of the State Fire Marshal
1035 Stevenson Dr.
Springfield, IL

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

HOW TO APPLY

CURRENT STATE EMPLOYEES: Submit an [Official Position Vacancy Bid Form](#) and new version of the [CMS 100 Employment Application](#) (version dated 4/2018 or later) to the Agency Contact address listed above. If bidding for a promotion, the applicant must be deemed qualified or have submitted a promotional application to CMS to receive a qualifying promotional grade PRIOR to the closing of the posting period.

FORMER STATE EMPLOYEES WHO HAVE HELD CERTIFIED STATUS: Submit an [Official Position Vacancy Bid Form](#) and new version of the [CMS 100 Employment Application](#) (version dated 4/2018 or later) to the Agency Contact address listed.

ALL OTHER APPLICANTS: SEE INFORMATION BELOW FOR INSTRUCTIONS ON HOW TO APPLY. PLEASE DO NOT APPLY DIRECTLY TO THIS AGENCY.

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Public Service Administrator:

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

[Class Specification](#)
[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined

at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov/>

OR

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