

**Chicago Department of Public Health**  
**Deputy Commissioner- Chief Medical Officer**  
**Job Announcement**

**Submit Resumes to:**  
**Terry Long ([Terrence.Long@cityofchicago.org](mailto:Terrence.Long@cityofchicago.org))**

**Number of Openings: 1**

The Deputy Commissioner of the Bureau of Public Health and Safety serves as the Chief Medical Officer (CMO) for the Chicago Department of Public Health. The CMO is the key advisor and liaison on all medical matters, engaging internal and external entities around issues, research, trends and changes in medical and public health care services.

The CMO is responsible for a broad range of programs. The programs include Tuberculosis, Immunization, Communicable Disease, Epidemiology and Public Health Informatics, Lead, Food Protection, Healthcode Enforcement, Environmental Permitting and Inspections and Vector Control Programs. More than 100 staff report to high level medical and administrative staff who in turn reports to the Deputy Commissioner.

Federal, State, or Local government experience preferred.

Salary: \$143,884. Secondary employment through academic appointments or teaching opportunities are possible.

**Responsibilities of the Deputy Commissioner are as follows:**

1. Participates in strategic planning for programs and divisions.
2. Participates in strategic planning for CDPH programs outside of the position's direct programs and divisions.
3. Provides supervision and management of Assistant Commissioners, Medical Directors, and Program Directors including hiring, training and performance evaluations.
4. Provides programmatic direction and technical assistance to Assistant Commissioners, Medical Directors, and Program Directors engaged in directing infectious diseases, environmental health, epidemiology and public health informatics programs.
5. Provides administrative guidance/support to Assistant Commissioner, Medical Directors and Program Directors engaged in directing infectious diseases, environmental health, epidemiology and public health informatics programs.
6. Manages (e.g., submission of applications, monitoring budgets, assuring adequate and appropriate staffing, submission of reports) federal and state grants with objectives and funding that affect multiply programs.
7. Collaborates with CDPH Deputy Commissioners (e.g., Performance Management, Administration, Community Engagement, Contracts/Compliance and Preparedness).
8. Establishes and maintains collaborative relationships with other Chicago Department of Public Health programs, other public health agencies (national, state and local), community organization, professional organizations and academic institutions that conduct health related research or epidemiologic studies relevant to the Chicago Department of Public Health

## **THIS POSITION IS SHAKMAN EXEMPT**

### **Qualifications:**

Graduation from an accredited college or university with a doctoral-level Medical Degree supplemented with at least five years of experience in progressively responsible public health roles, of which three years are in a supervisory role related to the responsibilities of the position.

The CMO will be a seasoned and mature leader with broad public health and research experience, within a diverse, division-based entity. The CMO will have the following experience and attributes:

- Experience working as a senior manager in a multi-divisional organizational, non-profit or government work preferable
- Strong analytical skills and experience in strategic planning and implementation
- An effective communicator at all levels in the organization, with strong oral and written skills
- A collaborative and flexible style, with a strong public service mentality

### **Knowledge, Abilities and Skills:**

- Experience with monitoring health status to identify community health problems
- Experience in investigating health problems or hazards in the community
- Experience with communicating with healthcare providers and the public about health problems or interventions
- Experience in mobilizing community partnerships and action to identify and solve health problems
- Experience in developing programs/interventions to address a health problem in a population
- Experience in developing policies to address a health problem in a population
- Experience in enforcing laws or regulations that protect health and ensure safety
- Experience in evaluating the effectiveness, accessibility and quality of personal or population based health services
- Experience in publishing in peer-reviewed medical or other scientific journals
- Ability to manage public health and medical professionals with advanced degrees
- Ability to supervise public health and medical professionals with advanced degrees
- Skill in written communication for professional and lay audiences
- Skill with public speaking for professional and lay audiences

**Disclaimer - "Accredited" means any nationally or regionally accredited college, university, where the applicant is enrolled in or has completed an M.D. program.**

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant.

**Education & Employment Verification:** Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**Residency Requirement:** An employee must be an actual resident of the City of Chicago at the start of the employment. Proof of residency will be required at the time of employment.

If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035.

**City of Chicago is an Equal Opportunity/Affirmative Action Employer**