



## **MISSOURI PUBLIC SERVICE COMMISSION**

### **JOB OPPORTUNITY**

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#### **DIRECTOR OF ADMINISTRATION**

State agency responsible for the regulation of public utilities is seeking a division director to oversee the administrative services and programs of the agency. The Director of Administration assists other agency division directors with the administrative needs of the Commission; oversees human resources, budget and fiscal services, information technology, consumer services, legislation, and public outreach and information; consults with the Commissioners in the overall administration and management of the agency; and communicates outside the agency on matters affecting the agency's budget and operations. This position provides leadership in designing and implementing long- and short-term strategies, policies and programs. As a member of the senior management team, the Director of Administration is expected to maintain a broad knowledge of the agency's operations and adhere to strict confidentiality standards.

**QUALIFICATIONS:** Ability to plan, direct, delegate, and coordinate a wide variety of complex daily work activities on both short- and long-term basis required. Advanced degree in Business, Human Resources Management, Law, or Public Administration preferred.

The annual salary range for this position is \$86,000.00 to \$91,800.00. To be considered for this position, you must submit a current application, a current resume with cover letter, and a copy of all transcripts by 5:00 pm on **May 12, 2017** to: MO Public Service Commission, **Reference #AD030517**, PO Box 360, Jefferson City, MO 65102 or via e-mail to [pjobs@psc.mo.gov](mailto:pjobs@psc.mo.gov). For additional information, visit [https://psc.mo.gov/General/Career\\_Opportunities](https://psc.mo.gov/General/Career_Opportunities).

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