



JOB OPPORTUNITY

DIRECTOR OF ADMINISTRATION

The Missouri Public Service Commission (PSC) is seeking a division director to oversee the administrative services and programs of the agency.

Job Posting Number: AD041126

Salary: Annual salary for the Division Director is \$141,172 plus benefits.

Job Location: This position is located at 200 Madison Street, Jefferson City, MO 65102

Why you'll love this position:

The Missouri Public Service Commission regulates investor-owned electric, natural gas, steam, water and sewer utilities in Missouri, in addition to manufactured housing. We ensure that Missourians receive safe and reliable utility services at just, and reasonable rates. The Administration Division is responsible for managing the fiscal, personnel, and information resources of the agency. This Division oversees budget development, strategic planning, Budget & Fiscal Services, procurement, staff services, personnel, payroll, and training functions for the agency.

What you'll do:

- Assist other division directors and their teams with the administrative needs of the Commission.
- Oversee human resources, budget and fiscal services, facilities, information technology, consumer services, legislation, and public outreach and information.
- Consult with the Commissioners in the overall administration and management of the Commission.
- Communicate outside the Commission on matters affecting the agency's budget and operations.
- Provide 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.

All you need for success:

Minimum 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. Relevant work experience may substitute for the advanced degree preference.

More reasons to love this position:

The State of Missouri offers an excellent benefits package that includes a defined pension plan, generous amounts of leave and holiday time, and eligibility for health insurance coverage. Your total compensation is more than the dollars you receive in your paycheck. To help demonstrate the value of working for the State of Missouri, we have created an interactive Total Compensation Calculator. This tool provides a comprehensive view of benefits and more that are offered to prospective employees. The Total Compensation Calculator and other applicant resources can be found at <https://pers.oa.mo.gov/applicants>.

- Health insurance 1st of the month following start date.
- 10 hours of paid sick and vacation time each month.
- 13 paid holidays.
- Optional life, medical, dental, and vision coverage.
- State employee pension plan and deferred savings program.
- Potential flexible work schedules, physical fitness opportunities, and tuition reimbursement.

If you have questions about the position, please contact:

pscjobs@psc.mo.gov

To be considered for this position, please submit an application, resume, cover letter, and a copy of each transcript from all colleges/universities attended, by 5:00 pm November 16, 2026, to the MO Public Service Commission, PO Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information about this position, you may visit <https://mocarers.mo.gov/psc> or http://psc.mo.gov/General/Career_Opportunities.

The State of Missouri is an equal opportunity employer and is committed to developing and maintaining a talented workforce.