

Administrative Services Director

JOB OPENING: SWIPCO seeks a qualified professional to join our team as the Administrative Services Director. This is a new position that oversees the financial management and human resources functions of the agency. The position works in close coordination with the transit and community development department directors and the Executive Director. This director level position supervises a staff of three including the finance manager, human resources coordinator, and administrative assistant. To be successful a candidate should possess a strong understanding of human resources and financial management principals and have had progressively higher levels of supervisory experience in their professional careers. Starting salary range is \$60,000 to \$75,000 DOQ with excellent benefits package. SWIPCO is an IPERS employer.

Potential candidates should visit <https://www.swipco.org/career-opportunities-rfp-s/> for more information and application instructions. Questions should be directed to Executive Director John McCurdy at john.mccurdy@swipco.org or 712-243-4196 x222. Applications must be submitted by 4pm, May 26, 2020. Due to the current health emergency, interviews may take place via electronic means. SWIPCO is an equal opportunity provider, employer, and lender.