



# Human Resources Department

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## Board Office Executive Director

Johnson County seeks an Executive Director to provide administrative guidance to the Board of Supervisors and ensure effective operation of the Board Office and staff. Direct Board Office projects, policies, budgets, and strategic initiatives on behalf of the Board. Serve as the Board's confidential liaison regarding the administration of policies and procedures, and advise them on administrative matters and policy issues. Demonstrate a commitment to customer service and maintaining a positive and supportive workplace.

**Qualifications:** Bachelor's degree in public administration or related field AND five (5) years of professional administrative experience including three (3) years of supervisory experience; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Government experience and Master's degree preferred.

**Special Requirement:** Must pass background check. Valid driver's license and insurable under County liability coverage. May also require use of personal vehicle or equivalent transportation for official business.

**Compensation:** Starting salary \$106,862.60 - \$128,234.86 a year, plus excellent benefits. To learn more about this position and to apply, visit [www.johnsoncountyiowa.gov](http://www.johnsoncountyiowa.gov). Applications accepted through September 29, 2024.

***Cover letter and resume must be attached with online application.***

AA/EOE