

**DIRECTOR OF ADMINISTRATION  
PUBLIC ADMINISTRATOR V**

East-West Gateway Council of Governments (EWG) has an opening for a Director of Administration. The Director of Administration will report directly to the Executive Director and is responsible for overseeing and managing the agency's Administration department. The Administration department includes three primary sections: Accounting & Finance; Contracts & Grants; and Human Resources (HR). This position supervises the Administration department's senior management staff including the Controller, HR Manager, and Sr. Manager of Contracts & Grants and coordinates the Department's activities in each of these areas. A description of each area is provided below.

**Accounting & Finance** – the Department's Accounting & Finance section is managed by the Controller. This section is responsible for the agency's financial operations that include facilities and assets; full-cycle accounting; budgeting; annual financial statement and Single audits; and financial reporting.

**HR** – the Department's HR section is managed by the HR Manager. This section is responsible for handling benefits and leave administration; recruiting, onboarding, and offboarding; the employee performance review process; employee discipline.

**Contracts & Grants** – the Department's Contracts & Grants section is managed by the Sr. Manager of Contracts & Grants. This section is responsible for the agency's contracting and purchasing activities; grant applications, agreements, management, and monitoring; ensuring compliance with local, state, and federal grant requirements; and the agency's major programs like the Unified Planning Work Program, Title VI Program, and DBE program.

The successful candidate for this position will have a well-rounded administrative background and a demonstrated ability to supervise, manage, and organize a department's activities. The successful candidate must also have demonstrated experience performing high-level duties in at least one of the key areas noted above and needs to have experience with HR/personnel matters, including benefits administration. The successful candidate's experience must demonstrate that the candidate has had progressively increasing administrative responsibilities in a senior management position. Candidates must have superior oral and written communication skills, have attention to detail, and very strong organizational skills.

This position requires graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, public administration, or a directly related field and 9 years of increasingly responsible, directly related professional experience with at least 5 years in a management position. A graduate degree in directly related field may be substituted for a maximum of 1 year of experience.

All applicants for this position must be authorized to work in the United States.



**EAST-WEST GATEWAY  
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries  
**1 S. Memorial Drive, Suite 1600**  
**St. Louis, MO 63102**

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The salary range for this position begins at \$110,000 annually, with actual starting salary based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at [www.ewgateway.org/careers](http://www.ewgateway.org/careers).

Applicants should submit a cover letter and resume by email to: [careers@ewgateway.org](mailto:careers@ewgateway.org) with the subject line: Director of Administration Application.



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