

Employer: County of Burleigh, Bismarck ND

Position Title: Election/Project Coordinator

Application Deadline: Open until filled. First Review December 1, 2017

North Dakota is a great place to live, work, and raise a family. With a booming economy, a high quality of life and a competitive cost of living, North Dakota has been rated one of the best places to live in the United States.



Burleigh County is the best place in ND to live! Burleigh County has an abundance of trails, places to canoe and fish, and areas to hike providing a plethora of recreation options. The Bismarck Public School system will provide your kids with a quality education and the Bismarck Park and Recreation District was recently awarded the National Gold Medal Award for Excellence in Park & Recreation Management.



Election\Project Coordinator

Applications are being accepted for the position of Election\Project Coordinator. Under the supervision of and in collaboration with of the County Auditor\Treasurer this position plans, develops, implements, coordinates, and directs all activities associated with elections including recruitment and training of election workers, absentee voting, early voting, coordination and setting up of polling locations. Plan and coordinate activities related to new technologies and their application in departmental operations.

Must have considerable knowledge of software applications, computer systems and administrative processes, procedures, and methods. Prefer knowledge of election laws, rules, and procedures.

Salary range: \$45,760 - \$79,206

For more information, go to [www.burleighco.com](http://www.burleighco.com) or contact our Human Resource Dept at 701-222-6669 or email [drhilborn@nd.gov](mailto:drhilborn@nd.gov)

Visit <http://www.burleighco.com/jobs/> to download an application. A complete county of Burleigh application form is required.