



STATE OF MICHIGAN
invites applications for the position of:

State Bureau Administrator 18 - Bureau of Elections

An Equal Opportunity Employer

JOB #: 2301-17-EL293

DEPARTMENT: Department of State

JOB TYPE: Permanent Full Time

BARGAINING UNIT: NON-EXCLUSIVE REPRESENTED EMPLOYEE (NERE)

SALARY: \$97,303 - \$129,505

OPENING DATE: 03/21/17

CLOSING DATE: 04/10/17 11:59 PM

JOB DESCRIPTION:

Michigan's Secretary of State is seeking a senior-level elections administrator to lead its Bureau of Elections. Michigan has one of the most decentralized elections systems in the United States, and the Director of Elections works with more than 1,600 township, city, and county clerks to ensure integrity in our elections. The Director reports to the Chief of Staff and serves as a senior advisor to the Secretary of State. The Director provides leadership and expertise in policy and legislation development to ensure the Secretary's vision is implemented. The Director also serves as Secretary to the Board of State Canvassers. The Bureau is comprised of election liaison, disclosure, and program development divisions, and provides technical assistance through all elections cycles in Michigan.

Position Description

REQUIRED EDUCATION AND EXPERIENCE:

Education

Possession of a bachelor's degree in any major.

Experience

Two years of professional managerial experience.

Preferred Experience

5 Years of elections administration experience.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Due to the nature of work within the Department of State, criminal and driving records will be checked.

Your application for any position does not guarantee that you will be contacted by the Department/Agency for further consideration. *Only those applicants interviewed will be notified of the results.*

If you have questions with navigating through NEOGOV or need assistance with uploading and/or attaching your documents, please view the following contact information: [SOM How to Apply](#).

View the job specification at:

http://www.michigan.gov/documents/StateBureauAdministrator_13127_7.pdf

You must apply for this vacancy through the NEOGOV system by clicking on the link below; Hard copy applications will not be accepted.

[State Bureau Administrator 18](#)