

State Election Director

Job ID 3014239

Location Bismarck, ND

Salary Range From 5500.00 To 6400.00 Monthly

Full/Part Time Full-Time

Regular/Temporary Regular

Closing Date 11/04/2019



North Dakota Secretary of State

Hiring Range: \$5,500 - \$6,400/month + benefits including fully paid family health insurance

Closing Date: November 4, 2019 - Application materials must be received by 11:59 p.m. on November 4, 2019

Summary of Work

A primary purpose of this position is to ensure the elections administered across the state are executed in compliance with laws and rules, and in a manner that is responsive to the public's needs. In addition to directing the staff and operations of the Elections Unit, this position is responsible for supervision and oversight of the staff and activities of the Information Management and Public Information units.

- Direct and supervise staff of assigned units.
- Oversee the staff hiring, performance and evaluation processes within the assigned units.
- Evaluate and increase the performance and efficiency of the assigned units.
- Provide support and oversight to the state's local election officials cooperatively and individually in their administration of elections to ensure that the standards of the Secretary of State and law are met.
- Oversee the development of conferences, trainings, and educational materials for election officials as required by both statute and the direction of the Secretary of State.
- Provide oversight of projects and initiatives within the assigned units.
- Develop, implement, evaluate, and revise policies, procedures, processes, workflows, and electronic systems to administer statutory requirements and maintain public accessibility related to the assigned units.
- Ensure that responsibilities of the units are executed in compliance with state laws, rules, policies, and procedures in a manner responsive to the public and the needs of the office.
- Perform activities related to the legislative process including drafting bills, testimony, and fiscal notes; tracking bills; attending legislative hearings; and testifying at legislative hearings.
- Participate as a member of the office's leadership team.

Minimum Qualifications

Bachelor's degree and five years of work experience providing oversight for large projects or operations and that included supervision of staff.

Preferred Qualifications

- Degree in political science, public administration, education, or marketing.
- Master's degree.
- Work experience administering elections on the local, state, or federal levels of government.
- Work experience managing a unit, program, agency, or office.
- Work experience researching and explaining state law.
- Work experience training others in the use of software or hardware to complete the necessary duties.
- Work experience with the legislative process.
- Work experience analyzing large amounts of data.
- Writing and editing magazines, manuscripts, articles, various materials or books.
- Effective communication through the web and social media applications.
- Work experience with the retention of records for a governmental agency.

Application Procedures

Applicants must complete an online application and upload a resume and cover letter by 11:59 p.m. on the closing date. Incomplete applications will not be considered. The cover letter must include a detailed description of how the applicant meets the minimum and preferred qualifications.

For more information about the position or if you need accommodation or assistance in the application or interview process, please contact Jill Schwab of the Secretary of State's office at (701) 328-3664.

College transcripts may be requested for the final candidates.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.