



North Dakota Secretary of State

State Election Director

The Office of Secretary of State is seeking an election administration professional to join our team as Election Director. The successful candidate will have demonstrated success in election administration, be able to work in a fast-paced environment, balance a variety of responsibilities, and lead a team of 3-4 election staff. The Office of the Secretary of State team is made up of over 30 staff members who work diligently to support elections and ease of business in North Dakota.

The Election Director will work closely with the Secretary of State leadership team to guide strategy for the agency and direct election administration and processes. The position will be responsible for implementing election best practices and training for the State of North Dakota, working closely with North Dakota's 53 counties, to ensure uniform election procedures and processes. This position also leads voter education and awareness efforts to inform North Dakota voters about voting rights and processes.

The Office of the Secretary of state offers a full range of employee benefits, including employer paid family health insurance, a comprehensive retirement plan, vacation, sick leave, holiday pay, and other great benefits. For more information visit [Team ND Benefits | Office of Management and Budget North Dakota](#).

The hiring salary for this position is: \$6,400 – \$8,100 per month (\$76,800 – \$97,200 per year)

Summary of Work:

The Election Director is responsible for managing and performing various election activities including, but not limited to:

- Develop and oversee policies and procedures related to elections to ensure compliance with laws, including campaign finance, citizen initiatives, ballot access, accessibility to voting, election complaints and voting technology.
- Oversee management of election administration systems – Central Voter File, ND Voices, campaign finance, and other election related systems.
- Provide oversight and act as a liaison to county election officials, and stakeholder groups, providing education and guidance on election administration.
- Oversee the development of education and training to inform election officials and stakeholders of changes in laws and policies.
- Provide and present testimony to the Legislature and legislative committees on the election related policy and legislation.

Minimum Qualifications:

- Bachelor's degree with major in education, communication, business administration, public administration, or a closely related field; five or more years of experience in a position with election administration.

Preferred Qualifications:

- Supervisory experience.
- Experience in using North Dakota voting systems.
- Familiarity with local government elections.

- Ability to communicate complex concepts and instructions.

Application Procedures:

Applicants must complete an online application via the State of ND Careers site: [Careers \(nd.gov\)](https://careers.nd.gov) by 11:59 p.m. on the closing date. Applicants must be legally authorized to work in the United States. The ND Office of the Secretary of State does not provide sponsorships. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check.

The following must be attached to the application when submitted:

- Resume
- Cover letter
- A list of 3 professional references with contact information

If you are experiencing technical difficulties with the Application Process or uploading attachments, please contact recruiter@nd.gov or (701)328-3290, during normal office hours. For more information about the position, or if accommodation or assistance is needed in the application or Interview process, please contact Sara Leno at 701-328-3374 or sajleno@nd.gov.