



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code: 0970

Phone: (701) 328-3290

DIRECTOR, SECRETARY OF STATE'S OFFICE

GRADE M

SCOPE OF WORK:

Work involves directing assigned units within the Secretary of State's office. The three directors oversee the following assigned units: (1) Business Registration and Business Information Units; (2) Accounting, Licensing, and Central Indexing Units; and (3) Elections, Information Services, and Combative Sports Units. These positions report directly to the Deputy Secretary.

DUTIES PERFORMED:

- Direct and supervise staff of assigned units.
- Evaluate and increase the performance and efficiency of the assigned units.
- Oversee the staff hiring and disciplinary processes within the assigned units.
- Provide oversight of projects and initiatives within the assigned units.
- Develop and implement guidelines, policies, procedures, forms, and website content for 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.
- Identify potential legislative changes to address issues or streamline operations of the assigned units; draft legislation, amendments, fiscal notes, and administrative rules related to the assigned units; prepare and present testimony as requested before legislative committees; identify and monitor bills affecting assigned units and provide updates to agency staff; develop strategies addressing or implementing new or amended laws that impact assigned units' operations.
- Analyze national initiatives along with state and national trends relating to the assigned units.
- Promote coordination and cooperation between the assigned units and other units within the office.
- Play a key role in the procurement process and the design of large information technology projects.
- Participate as a member of the office leadership team (the Deputy Secretary and three Directors); identify issues with office-wide impact for consideration by the leadership team; participate in decision-making discussions; develop office-wide policies as necessary.
- Serve as acting Deputy in the absence of both the Secretary of State and Deputy Secretary as designated.
- Work cooperatively with the Attorney General's office on legal matters relating to the assigned units.

- Represent the agency and assigned units to other state agencies, organizations, associations, and committees as requested by the Secretary of State or Deputy Secretary.
- Oversee the development of conferences and training for stakeholders.
- Oversee programs and operations specific to assigned units such as elections administration, combative sports regulation, and office accounting and budgeting.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of related professional-level work experience that included supervision of staff. The hiring authority may specify the degree and work experience required depending on the position to be filled at the time of recruitment.

Eff. Date: 12/16

Rev: 2/17 – Factor evaluation and paygrade