North Dakota Legislative Council - Program Evaluator

Job Title: Program Evaluator
Location: Bismarck, ND (onsite position, no remote option)
Salary: $65,000 and up (dependent on experience and qualifications)
Closing Date:
Status: Full-time, unclassified

Job Description

A program evaluator at the North Dakota Legislative Council objectively evaluates the efficiency and effectiveness of state agency programs and provides other evaluation-related services for the North Dakota Legislative Branch.

Essential Functions

The duties of a program evaluator include:

- Reviewing legislative initiatives, program goals and program objectives.
- Designing and implementing comprehensive program evaluation plans.
- Collecting and analyzing quantitative and qualitative data.
- Conducting surveys and interviews with agency personnel and stakeholders.
- Preparing fiscal impact estimates of proposed legislation.
- Consulting with stakeholders, including legislators, public officials and employees, and private citizens and organizations.
- Delivering oral presentations and responding to questions regarding programs and program evaluations.
- Performing professional and legislative staff work for Legislative Management, the Legislative, and legislators.
- Performing other duties as directed.

Qualifications

A program evaluator must have a bachelor's degree in accounting, finance, management, economics, statistics, public administration, or a related field. A program evaluator must be non-partisan and communicate effectively both orally and in writing. Preferred qualifications include prior program evaluation or auditing experience.

Candidates must be able to:

- Conduct research, analyze and synthesize information and data, and objectively evaluate policies and programs.
- Remain impartial and nonpartisan on all legislative matters.
- Maintain confidentiality, work independently, and exercise sound judgement in decision-making processes.
- Work under pressure and manage multiple work assignments to meet project deadlines.