



CITY ADMINISTRATOR

\$130,603 - \$198,744

Plus Excellent Benefits

Apply by
August 8, 2021
(open until filled)

PROTHMAN



THE COMMUNITY



Located on the western border of the state of South Dakota at the mouth of Spearfish Canyon lies the City of Spearfish; a picturesque community surrounded by the luscious beauty of the Black Hills National Forest. Spearfish offers

something for everyone with its natural scenery, outdoor recreational opportunities, diverse economy, and overall quality of life.

Due to the area's natural geography and convenient location at the intersection of two major highways, new residents, visitors, and commerce are drawn to Spearfish and the area has experienced steady growth with an annual 1-2% growth rate. With roots in education, health care, tourism, mining, and timber, Spearfish's broad-based economy makes it a hub in western South Dakota, attracting people from across the Tri-State region to shop, dine, and utilize services in Spearfish. With an estimated population of 11,600, visitors and residents enjoy both indoor and outdoor activities and entertainment.

Spearfish is known as a thriving outdoor recreational paradise, during any season, with ample opportunities for hiking, biking, fishing, climbing, skiing, and more. More than half of Lawrence County, in which Spearfish is located, is public forestland. Compared to communities similar in size, Spearfish ranks near the top in acres of parks and green space. The city boasts over 130 acres of parkland with sports fields, facilities, and campgrounds. Lookout Mountain Park consists of 756 acres of mountain park land and provides hiking, biking, and horseback riding all while being surrounded by natural uplift which exposes the beautiful colors of white gypsum and red sandstone against the green vegetation. The City's Rec and Aquatics Center offers sporting courts, a cardio room, strength training rooms, a water park, and a food and beverage concession. Residents also find local golf courses, a disc golf course, museums, a variety of shops in the historic downtown, and locally owned and chain restaurants, coffee shops, cafes, breweries, and sports grills.

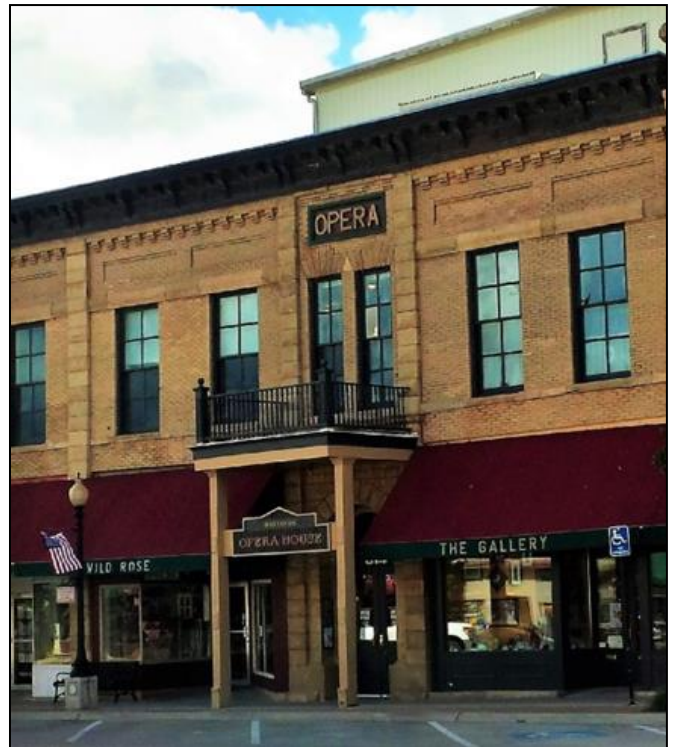
THE CITY

Incorporated in 1888, the City of Spearfish operates with an aldermanic form of government. The city is divided into three wards with two Council members from each ward and a Mayor who is elected at large. The Mayor and Council each serve three-year terms.

The City of Spearfish operates with 106 FTEs, 20 part-time employees, and 90-100 temporary/seasonal employees. The city has a 2021 budget of \$53,276,666. The budget amount also includes a \$11,800,000 affordable housing development 2021 capital project.

THE POSITION

Under the direction of the Mayor and Council, the City Administrator is responsible for directing, managing, and overseeing the day-to-day operations of Spearfish while planning for and providing guidance to the Council regarding future operations. The City Administrator oversees, directs, solves problems, and provides policy direction through the administration of all departments, offices, and agencies of the city; ensures the overall effectiveness of all city operations and the achievements of goals and objectives established by the Council.



The City Administrator has direct supervision over all departments and department directors: the City Attorney, City Engineer, Finance Officer, Human Resources Director, City Planner, Public Works Director, Public Safety Director, Library Director, Parks and Recreation Director, and the City Administrator Executive Assistant. To review the full job description, please view the attachment found by clicking [here](#).

OPPORTUNITIES & CHALLENGES

Stormwater Funding Source: The city currently funds stormwater infrastructure improvements out of the sewer fund. Funding two utilities with one funding source has impacted the ability to make adequate repairs to the current infrastructure. The new City Administrator will have the opportunity to evaluate potential funding sources for the stormwater utility.

Workforce Recruitment & Retention: The city, like many organizations, has several key members of the team approaching retirement. Recruiting and retaining a talented workforce among all of the departments in a tight labor market will be a challenge.

Inflationary Impacts: Infrastructure, wages, and benefits, and many other major expenses for the city are rising faster than the revenues. An opportunity for the new administration will be to seek creative ways to increase revenues to fund increasing expenses.

Community Growth & the Long-Term Impact on Utilities: Spearfish has enjoyed a steady population growth of 1-2% over the last 20 years. As the community continues to grow, Spearfish approaches certain thresholds necessitating upgrades to core components of the infrastructure to include new wells, storage tanks, lift stations, trunkline upsizing, and expansion of the wastewater treatment facilities. Planning and budgeting for major infrastructure upgrades will be necessary.

Cannabis Legalization: Voters in South Dakota have recently voted to legalize cannabis for both medical and recreational use. Navigating the legalization of both medical and recreational cannabis will be an opportunity and challenge for the new City Administrator.

IDEAL CANDIDATE PROFILE

Education & Experience:

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. A Master's degree is preferred. Experience sufficient to thoroughly understand the diverse objectives and functions of the departments in the city in order to direct and coordinate work within the city. This is usually interpreted to require ten (10) years of related experience, with at least five (5) years in a leadership capacity.

Possession or ability to readily obtain a valid driver license issued by the State of South Dakota.



Necessary Knowledge, Skills, & Abilities:

- Possesses knowledge of the operations, functions, programs, and procedures of all city departments.
- Maintains a physical presence and reliable attendance with the ability to respond at all hours when necessary.
- Possesses knowledge of the principles and practices of employee performance management and supervision.
- Ensures that the city is hiring, training, and retaining a qualified and professional workforce that complies with city policies, procedures, performance expectations, and safety culture.
- Prepares and submits an annual budget for all departments to the Council for approval; monitors budget to ensure short- and long-term economic success and departmental compliance with budget initiatives and directives.

- Possesses knowledge of relevant local, state, and federal laws.
- Responds to inquiries from the Council; provides updates, reports, oral presentations, and analysis to the Council as needed; makes formal recommendations to the Mayor and Council concerning the affairs of the city.
- Ensures that all terms and conditions in any contract or franchise to which the city is a party are faithfully kept and performed.
- Follows up with staff on actions of the Council to ensure compliance with and implementation of Council decisions, directives, policies, and ordinances.
- Coordinates relations with local, state, and federal agencies to lobby for policy initiatives, planning initiatives, and capital projects in the best interest of the city; represents the city at local, regional, and state meetings and conventions.
- Provides friendly, prompt customer service at all times to both internal and external customers.
- Ability to oversee and provide leadership for all departments of the city while planning for and providing guidance to elected officials regarding city operations.
- Ability to lead and work with a management team that is well developed, highly skilled and works well together.
- Experience as a relationship and team builder.

COMPENSATION & BENEFITS

- **\$130,603 - \$198,744 DOQ**
- Family Health/Dental/Vision Coverage
- Paid Holidays
- Paid Vacation & Sick Leave
- South Dakota Retirement System (SDRS) Pension
- South Dakota Retirement System (SDRS) Supplemental Retirement Plans - Traditional 457(b) & Roth 457(b)
- \$10,000 Life Insurance Policy

Please visit the City's website:
www.cityofspearfish.com



The City of Spearfish is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 8, 2021** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically and can be uploaded once logged in. **To apply** go to www.prothman.com, click on "**Open Recruitments**" and select "**City of Spearfish, SD – City Administrator**" and click "**Apply Online**" or [click here](#).



www.prothman.com

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