



South Dakota

## ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR

# STARTING AT \$92,502+ DOQ

*Plus Excellent Benefits*

*Apply by*

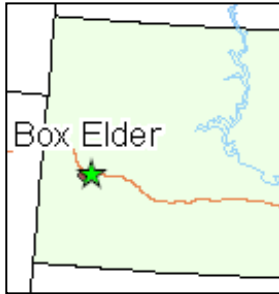
**June 2, 2024**

*(Applications will be reviewed as submitted. Position is open until filled.)*

***P*ROTHMAN**



**THE COMMUNITY**



Welcome to the City of Box Elder, the "Gateway to the Black Hills" and the best kept secret in South Dakota. We are a small but dedicated group of professionals who take pride in our work and love serving our vibrant community. Sitting

along Interstate 90 in southwestern South Dakota, the City of Box Elder is rapidly growing and home to more than 10,000 residents.

Known as the home to Ellsworth Air Force Base, which houses over eight thousand military members and their families, the city is rapidly expanding with the Air Force's B-21 raider project that has recently brought an additional 4,000 air force personnel to the region.

Being located just east of Rapid City, Box Elder is proud to be developing its own unique identity with brand new developments and new businesses coming to town to support the region's trade area of over 400,000 people due to its convenient location. As the region's population continues to grow, the city is focused on building new infrastructure to support the community, including hotels, restaurants, medical centers, and retail stores.

With 400 new housing units being built in the downtown area, a brand-new high school, and a new downtown plaza that broke ground last year, Box Elder is a city with endless growth and opportunities. The region offers a wide range of recreational activities from boating and biking to skiing in winter, and the brand-new downtown Liberty Plaza will also offer a community park, ball fields, and the largest outdoor amphitheater in the area.



With an award-winning school system and multiple colleges and universities nearby, Box Elder has a talented workforce consisting of young professionals from the South Dakota School of Mines and Technology, Black Hills State University, and Western Dakota Technical College. With endless room for expansion and growth, and a community that cares about the region's sustainable future, Box Elder is the gateway to opportunity where the possibilities are endless.

**THE CITY**

Box Elder, South Dakota operates under a Mayor-Council form of government. The City Council consists of the Mayor and six Councilmembers. Councilmembers each serve three-year terms, represent specific wards of the City, and are responsible for setting policy and approving the City's budget. The City Administrator/CFO oversees the day-to-day tasks of the city operations and provides leadership support for each department head. The City operates on a 2024 budget of \$42,328,569 with 92 FTEs, and is rapidly growing. City departments include Administration, Finance, Engineering, Human Resources, Police, Public Works, Planning and Zoning, and Economic and Community Development/Marketing.

## THE POSITION

Reporting to the City Administrator/Chief Finance Officer, the Economic and Community Development Director is responsible for effectively leading the City's economic and community development functions which include overseeing the strategies, operations, marketing, and programs related to expanding existing businesses and attracting new businesses, services, and industry.

This position also manages economic development plans, policies, programs, projects, and activities of the City, and researches, analyzes and develops a database to determine economic climate for such issues as marketing trends, building sites, operating costs, taxes, transportation, community factors, raw materials. The Economic and Community Development Director collaborates with City departments and external partners to address community development needs, such as affordable housing, infrastructure improvements, and recreational amenities, and develops a departmental budget that aligns with development and marketing priorities.

To view the full job description, please view the attachment found [here](#).

**For more information on the  
City of Box Elder, please visit:**

[www.boxeldersd.us](http://www.boxeldersd.us)

## EDUCATION & EXPERIENCE

- A bachelor's degree in degree in economic development, urban planning, business administration, or a related field.
- Five (5) years in economic development, community development, or a related field, two (2) years of which were in a supervisory role, or an equivalent combination of education, training, and experience.
- A valid driver's license.

## COMPENSATION & BENEFITS

- **Starting at \$92,502+ DOQ**
- Employer paid premiums for the employee for the following: medical insurance, vision and dental insurance.
- Enrollment in the South Dakota Retirement System (6% contribution from employee and matching contribution from employer).
- Generous time off and vacation to include 10.5 Floating Holidays, Paid Personal Leave (4 hours accrued each month or 48 hours per year) and Vacation Leave (accrued at 6.15 hours per pay period or 160 hours per year), and Executive Leave (32 hours of leave granted to management staff).
- Basic Life Insurance and AD&D Insurance: The City of Box Elder provides \$50,000.00 in Life and AD&D insurance at no cost to employees who work more than 20 hours per week.
- Up to \$5,000 in moving/relocation expenses.

To view the detailed benefits provided, please view the Benefits Handbook found [here](#).

The City of Box Elder is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 2, 2024** (Applications will be reviewed as submitted. Position is open until filled.) Application materials will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Box Elder, SD – Economic and Community Development Director**", and click "**Apply Online**", or click [here](#).



[www.prothman.com](http://www.prothman.com)

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