

Peckham & McKenney
"All about fit"



Human Resources Director

CITY OF BOX ELDER, SOUTH DAKOTA

THE COMMUNITY

Welcome to the City of Box Elder, the "Gateway to the Black Hills," home to Ellsworth Air Force Base 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. Seated along Interstate 90 in southwestern South Dakota, the City of Box Elder is rapidly growing and home to more than 12,000 residents. Nestled close to the famous "Black Hills," we are only a short distance to miles of hiking trails, skiing/snowboarding within 45 minutes, and countless other natural wonders all within a short drive.

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 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. For recreational enthusiasts, kayaking, hot springs, mountain climbing, mountain biking, and many other outdoor activities can all be found in our backyard.

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. For additional information visit the [City's website](#).

THE DEPARTMENT

The Human Resources Department supports City employees by committing to innovative services that cultivate talent, maximize performance, encourage employee engagement, and support a healthy, safe and productive work experience for all staff. We aspire to provide value-added employee resources, competitive benefits and compensation, relevant employee support services, and talent management programs designed to enhance the recruitment and retention of a highly-qualified, trained, and diverse workforce for the City of Box Elder.

The Department is staffed with a Human Resources Director who is supported by four additional team members: Payroll & Benefits Specialist, Human Resources Coordinator, Safety & Risk Manager, and a Human Resources Administrative Assistant.

THE POSITION

The Human Resources Director reports to the City Administrator and is responsible for planning, directing, and overseeing the Human Resources programs and activities, including employee relations, employment, classification and compensation administration, safety, and employee assistance and wellness programs; and provides expert professional assistance to City management and staff in human resources-related matters.



THE EXECUTIVE TEAM

The Executive Leadership Team of the City of Box Elder is comprised of the Public Works Director, the Planning & Zoning Director, the City Engineer, the Human Resources Director, and the Economic Development Director, with the City Administrator/Chief Finance Officer at the



helm. Together the team works interdependently to accomplish the goals of the city and steer the city to success through cooperative team-oriented methods, strategic planning, and implementation.

THE IDEAL CANDIDATE

The City Administrator is seeking an experienced public sector human resources professional with experience in employee relations, classification and compensation, employee retention, training, and legal compliance. The successful candidate will demonstrate they are:

- Confident, calm, professional, flexible, and considerate with the ability to navigate difficult situations with poise, emotional intelligence, discretion, and objectivity;

- Authentic, friendly, positive, and possesses an upbeat attitude; approachable and able to build trust and establish a rapport with all levels of the organization; serves as an advocate and resource for staff and a trusted advisor for the management team;
- A team player who works collaboratively with the City's leadership team to collaboratively address issues, solve problems, and execute the City's strategic objectives;
- Analytical and strategic – able to anticipate future trends that will impact the City and recommends potential solutions. Possesses the skills and ability to conduct classification and compensation studies and perform basic costing;
- A strategic and visionary leader who possesses outstanding communication skills and strength in maintaining strong professional relationships, achieving organizational goals, supporting the needs and interests of the staff, and working effectively with those contacted in the course of work;
- Capable of leading and managing the Department with kindness and empathy; an engaged mentor and coach of the HR team, building on individual's strengths and employing strategies to motivate and support a team of talented professionals; hold themselves and their staff

accountable to the public;

- Knowledgeable of modern human resources practices with the ability to keep abreast of, and recommend, appropriate changes;
- A strategic business partner who is creative, has a problem solver mindset, and is customer service focused;
- Fair, respectful, mature, and demonstrates care and compassion for those encountered during the course of work; and
- Demonstrably respectful of confidentiality.

EDUCATION AND EXPERIENCE

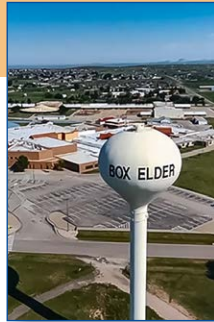
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: Five (5) years of professional human resources program management experience, two (2) years of which were in a supervisory role. Municipal experience is strongly desired. AND

TRAINING: Equivalent to a bachelor's degree in human resources, business administration, administrative law, or a related field.

LICENSE OR CERTIFICATE:

Possession of a valid South Dakota driver's license, or ability to obtain



within 90 days of residency. The selected candidate will be required to complete a full background investigation.

COMPENSATION AND BENEFITS

The annual compensation for this opportunity is up to \$115,523.23 depending on qualifications and experience.

The City also offers an attractive benefits package which includes the following:

MEDICAL PLANS: The City will pay 100% of employee-only premium costs for medical insurance. The City offers three medical plan options through Allstate Benefits including an HSA-eligible high-deductible plan. All plans allow members to see any provider of their choice; there is no network. The employee is responsible for the premiums of qualified dependents.

DENTAL AND VISION PLANS: The City will pay 100% of employee-only premium costs for dental and vision insurance. The City offers Delta Dental for dental



SEARCH SCHEDULE

Filing Deadline:..... September 12, 2024
Preliminary Interviews (telephonic): September 18-19, 2024
Recommendation to City:..... October 1, 2024
Panel Interviews (In-Person): October 10, 2024
Finalist Interviews (In-Person):..... October 11, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

insurance and Principal VSP for vision insurance. The employee is responsible for the premiums of qualified dependents.

BASIC LIFE INSURANCE AND AD&D INSURANCE: The City provides \$50,000.00 in Life and AD&D insurance at no cost to employees who work more than 20 hours per week.

HOLIDAYS: The City recognizes 10.5 holidays in the calendar year.

TIME OFF AND VACATION LEAVE: Paid Personal Leave is accrued at the rate of 4 hours per month; Vacation Leave is accrued at 6.15 hours per pay period for management-level staff. Executive Leave in the amount of 32 hours is additionally granted to management-level staff.

RETIREMENT: Employment with the City includes enrollment in the South Dakota Retirement System. Staff contribute 6% to retirement and there is a matching contribution from the City.

RELOCATION EXPENSES: The City will reimburse up to \$5,000 in moving/relocation expenses.

For a complete description of benefits, please visit: [City of Box Elder Benefits Handbook](#).



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com