

Peckham & McKenney
"All about fit"



20
years

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

Public Works 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 work force 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 Box Elder Public Works Department is currently comprised of 29 staff members, including an Assistant Director, two Superintendents and one Fleet Manager. Those staff make up five divisions, Streets, Parks, Water, Wastewater, and Fleet. The staff are guided by mission and vision, statutory direction, local ordinance, and policy. The Department’s fiscal year 2024 budget is \$11.118 million.

The Department monitors, maintains, and upgrades all aspects of the City’s infrastructure and works closely with the other departments to make sure the City of Box Elder has the highest standards! For more information, visit the Public Works website at <https://www.boxeldersd.us/departments/publicworks>.

THE POSITION

Under the direction of the City Administrator/Chief Finance Officer, the Public Works Director is the administrative head of the Public Works Department. The Director sets the direction of the department through effective servant-leadership. The Director is the principal advisor to the City Administrator/Chief Finance Officer on matters related to delivery of utilities, the state of the City’s infrastructure, capital assets assessment and inventory, and the department’s budgetary needs. The Director works with the department’s senior staff and makes recommendations on projects



Peckham & McKenney

"All about fit"

tied to the City's infrastructure and readiness, including budget, training, equipment procurement, growth management, capital assets and strategic planning.

The Director also serves in other administrative support capacities in the furtherance of the City's goals. With a focus on repair and maintenance, the Director



coordinates and collaborates with other City departments on public works related projects.

THE EXECUTIVE TEAM

The Executive Team of the City of Box Elder is comprised of the Public Works Director, the Planning & Zoning Director, the Chief Engineer, the Human Resources Director, the Chief of Police and the Economic and Community 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 of Box Elder is seeking a seasoned public works professional who has experience with complex water and wastewater systems, developing a growing roads maintenance system, and tracking and maintenance of capital assets. The successful candidate will support the focused efforts of the department's talented staff by being an effective servant-leader who has vision, is able to manage tremendous growth, and has the ability to focus on efficient and cost-effective methods of service delivery to our citizens. In addition, the successful candidate will demonstrate they are:

- A strong relationship builder who is able to motivate and inspire others with their passion for the public service and innovative approach;
- Competent and confident, particularly in the area of written and oral communications, problem solving skills, and the genuine desire to seek understanding with an attitude of curiosity;
- An effective communicator, possessing strong collaboration, negotiation, and team-building skills; and
- An empathetic and courageous leader, and follower, and a motivated team player.

Candidates who can demonstrate knowledge of current trends in public works administration; application of principles and practices of administration and organization; municipal budgets; and human resource and office management are encouraged to submit their resume!

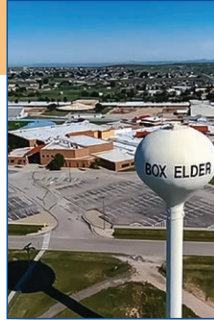
EDUCATION AND EXPERIENCE

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:

TRAINING: Equivalent to a bachelor's degree in public administration, civil engineering, Business Administration, or a closely related field of study. A master's degree is desirable.

EXPERIENCE: Ten (10) years of increasingly responsible experience, five (5) years of which should be hands on work experience in one or more Public Works disciplines along with five (5) years of administrative and supervisory experience.

LICENSE OR CERTIFICATE: The candidate will possess a valid driver license and be able to obtain a South Dakota driver license within ninety days of residency. A Certified Professional Engineer designation is desirable.



The selected candidate will be required to complete a full background investigation.

COMPENSATION AND BENEFITS

The annual salary range is \$102,105.71 - \$189,298.25, depending upon qualifications and experience.

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

MEDICAL PLANS: The City will pay 100% of the employee-only premium costs for medical insurance. The City offers three medical plan options through Allstate Benefits including an HAS-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 the 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 9, 2024
- Finalist Interviews (In-Person):..... October 10, 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 four (4) hours per month; Vacation Leave is accrued at 6.15 hour 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 \$5,000.00 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