



CITY ADMINISTRATOR

Salary: \$130,000 to \$145,000



**City of Sturgis
1040 Harley-Davidson Way
Sturgis, SD 57785**

LIVING IN STURGIS



Sturgis is an incredible place to live, work, and raise a family! With a population of 7,067 as of the 2023 census, it has an ideal, small-town quality with many of the amenities of more populous locations. It is the county seat of Meade County and is named after Union Civil War General Samuel D. Sturgis.



Scan the code to view our comprehensive online guide to living in Sturgis!

Schools

Sturgis is proud to be the home of Meade 46-1 School District, encompassing all of Meade County. The Sturgis area is comprised of the following schools:

- **Sturgis Elementary School**
- **Sturgis Williams Middle School**
- **Sturgis Brown High School**

Our schools are dedicated to STEAM-focused education and strive for a strong teacher-to-student ratio in classrooms. Students are provided the tools for success, from a wide variety of athletic and club activities to modern technology and CTE programs for skills development.



Housing

With a steadily-increasing population and several recent new developments, it's clear that Sturgis is a destination community for new residents from all walks of life! Explore some of our most recent housing initiatives, including the **Dolan Creek Development**, **Garden Grove Development**, and in-progress **Davenport Development**.

For a comprehensive guide to new developments and housing opportunities in the Sturgis area, contact Sturgis Economic Development Corporation or visit **SturgisDevelopment.com**.

LIVING IN STURGIS



Peace of Mind

Safety and security are important factors in choosing where to live, work, and raise a family, and Sturgis repeatedly makes the cut. For small towns (those with a population of less than 150,000), Sperling's Best Places looked at factors such as crime statistics, natural disaster risks, air quality, environmental hazards, housing depreciation, life expectancy, and more. Sturgis was ranked #14 in 2010 and #13 in 2011.

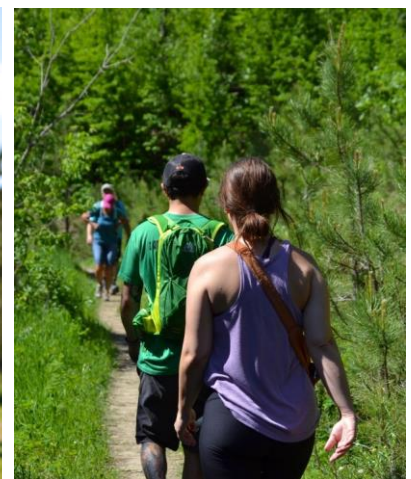
The Sturgis Area Chamber of Commerce and entire Sturgis community are proud to support our local **Sturgis Police Department, Sturgis Volunteer Fire Department,** and **Sturgis Ambulance.**

Fitness & Sports

Looking for an active community with plenty of outdoor recreation spaces and fitness facilities? Look no further than Sturgis, SD. Our **Sturgis Community Center** offers a fitness facility without the price tag - enjoy an 8-lane indoor pool with a hot tub and slide, weight and cardio rooms, a gym, walking track, racquetball, tennis, and pickleball courts, and more for an affordable monthly membership or punch card.

If personal training and monitored access is more your style, check out our fitness member businesses including **FLEX Fitness** and **Twisted Canyon CrossFit**. These are world-class facilities with regular training schedules, quality equipment, professional trainers, and even a Ninja Warrior program!

Finally, be sure to visit the **Sturgis Soccer Fields, Woodle Track & Field,** the **Sturgis Baseball Complex,** and the many hiking and mountain biking trails in the **Sturgis Trail System**. Our community is a "bike in, bike out" town, meaning you can hop on a trail within city limits and find yourself immersed in National Forest within minutes. Our natural outdoor trail system recently added a flow trail and is working on a brand new bike park to add to its 50+ miles of trails!



LIVING IN STURGIS



Childcare

One important factor in selecting a community in which to live is the quality and abundance of childcare options.

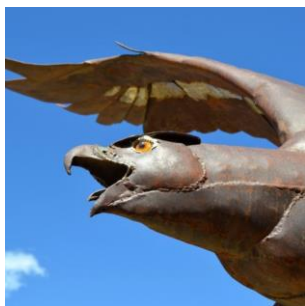
Sturgis features a number of home and commercial daycares, afterschool programs, preschools, church-organized facilities, and more.

Contact the Chamber office at (605) 347-2556 to request a list of current childcare providers in the Sturgis area.

Family Activities

Surrounded by beautiful hills and prairie and boasting a number of parks and recreational facilities, Sturgis will keep your family entertained and active! Here are some of our favorite family-friendly activities throughout the year (contact us for even more activities!):

- **Sturgis Municipal Parks & Bike Paths**
- **Free Community Cinema Movie Showings**
- **Music on Main (weekly summer concert series)**
- **Sturgis Fall Festival, Community Picnic, & Art Festival**
- **Annual Tree Lighting Ceremony & Parade of Lights**
- **Community Center Swimming & Sports**



Arts Enrichment

A thriving arts scene is critical in creating a welcoming, vibrant community. Sturgis is lucky enough to feature several active arts organizations offering fine arts education through classes and lessons, as well as community arts appreciation events, concerts, and exhibits. Downtown Sturgis will erect five new sculptures in 2025! Contact us or visit our website to learn more about the **Sturgis Area Arts Council**, **White Canvas Art Co.**, our **Sturgis ArtWalk**, and more.

BY THE NUMBERS

COMMUNITY DEMOGRAPHICS

HOUSING SALES – 2022

Total Units Sold:	186
Average Sales Price:	\$330,220
Average Days on Market:	54

RENTAL RATES

One-bedroom:	\$550-\$650
Two-bedroom:	\$625-\$1,350
Three-bedroom:	\$775-\$1,400
Four-bedroom:	\$1,350-\$1,600

RELIGIOUS AFFILIATIONS

Protestant:	16
Catholic:	1

HEALTH FACILITIES

Hospitals:	2
Medical Clinics:	4
Dental Clinics:	4
Eye Clinics:	3
Physical Therapy:	2
Chiropractic:	3
Orthodontic:	2

COMMUNICATIONS

Radio Stations:	12
TV Stations:	4
Newspapers:	2
Internet providers:	4

CLIMATE

Average Precipitation:	21.76"
Average Snowfall:	51.8"
Average Snow Depth:	0.3"

Summer temperatures tend to be in the 70's (Fahrenheit); Winter temperatures are around 40.

July is the warmest month of the year, with an average high temperature of 88 degrees.

January is the coldest month of the year, with an average high temperature of 38 degrees.

EDUCATION

Local public school K-12: Meade District 46-1

Schools	Enrollment	Ratios
Elementary – 8	1,203	11:1
Middle – 2	1103	14:1
Senior – 1	850	13:1

RESIDENTS

2023 Population:	7,067
Age Under 5 Years:	4.7%
Age Under 18 Years:	20.6%
Age Over 65 Years:	19.1%
All Other:	55.6%
Female:	47.6%
Male:	52.4%
High School Graduate or Higher:	94.0%
Bachelor's Degree or Higher:	20.9%
Median Household Income:	\$49,564
Per Capita Income:	\$29,576
Average Travel Time to Work:	17.9 minutes

*Information courtesy of
Sturgis Economic Development
Corporation.*



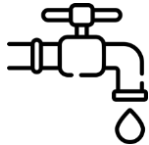
ECONOMIC DEVELOPMENT CORP.

SturgisDevelopment.com

GETTING STARTED

To help you get started with the relocation process, here is a list of our city, regional, and emergency contacts:

CITY UTILITY SERVICES



WATER SERVICE

City of Sturgis
Water Department
(605) 347-4422
Sturgis-SD.gov/Water-Utilities



WASTEWATER SERVICE

City of Sturgis
Wastewater Department
(605) 347-3916
Sturgis-SD.gov/Wastewater-Operations



RUBBLE SITE SERVICE

City of Sturgis
Rubble Site
(605) 347-5605
Sturgis-SD.gov/Rubble-Site



GARBAGE / SANITATION SERVICE

City of Sturgis
Sanitation Department
(605) 347-3916
Sturgis-SD.gov/Sanitation-Services

REGIONAL UTILITY SERVICES



INTERNET SERVICE

Midcontinent Communications
1-800-888-1300
Midco.com/Internet-Services

Bluepeak
1-844-977-4372
mybluepeak.com



LANDLINE SERVICE

Midcontinent Communications
1-800-888-1300
Midco.com/Home-Phone



ELECTRICAL SERVICE

Black Hills Energy
1-888-890-5554
BlackHillsEnergy.com



NATURAL GAS SERVICE

Montana-Dakota Utilities
1-800-638-3278
Montana-Dakota.com

EMERGENCY SERVICES



POLICE DEPARTMENT

City of Sturgis Police Department
(605) 347-2573
EMERGENCY: 9-1-1
Sturgis-SD.gov/Sturgis-Police-Department



STURGIS HOSPITAL

Monument Health Sturgis Hospital
(605) 720-2400
EMERGENCY: 9-1-1
Monument.Health



VOLUNTEER FIRE DEPARTMENT

Sturgis Volunteer Fire Department
(605) 347-5801
EMERGENCY: 9-1-1
Sturgis-SD.gov/Fire-Department



AMBULANCE SERVICE

City of Sturgis Ambulance Service
(605) 347-5801
EMERGENCY: 9-1-1
Sturgis-SD.gov/Ambulance-Service

HOME & CAREER

Looking for Home Sweet Home?

Contact one of our trusted local agents to inquire about purchase and rental availability!

Bertolotto Real Estate & Auction

1102 Junction Avenue
(605) 720-2021
Bertrea.com

Mount Rushmore Area Assoc. of REALTORS

(605) 722-0181
MountRushmoreMLS.com

Valente Realty - Keller Williams

1010 Ballpark Road #9
(605) 593-5333
Madison-
BuyandSellValente.KW.com

Bruch Real Estate—The Real Estate Center of Sturgis

1921 Lazelle Street
(605) 206-1046
BruchRealEstate@gmail.com

Properties Unlimited Realty

2320 Junction Avenue
(605) 347-7644
Properties-Unlimited.com

Casteel Auction & Real Estate

1951 Junction Avenue
(605) 347-5110
CasteelAuction.com

The Real Estate Center of Sturgis

1921 Lazelle Street
(605) 347-9300
SturgisRealEstateCenter.com

Contact the Sturgis Chamber of Commerce for more information: (605) 347-2556

Growing Workforce = Your Dream Job!

Sturgis is home to a variety of employers of all sizes. As a new resident, you will have the opportunity to work at large regional corporations or small “ma-and-pop” shops. The choice is yours! Scan the code or visit SturgisDevelopment.com to view more information about our largest employers, current job openings, and more:

OUR “TOP 10”

Check out our “Top 10” - the employers in our area with the largest local workforces:

Business	Industry	Employees
VA Hospital - BH Healthcare	Healthcare	789
BH Special Services Co-operative	Education	480
Meade School District 46-1	Education	350
Monument Health Sturgis Hospital	Healthcare	240
City of Sturgis	Government	155
CHB Cooperative	C-Store/Retail	154
Meade County	Government	145
The HomeSlice Group	Media	114
Lynn's Dakotamart	Grocery	68
The Knuckle Saloon & Brewing	Entertainment	60

SCAN FOR LOCAL CAREER RESOURCES

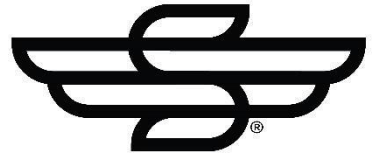


SCAN ME

KNOWLEDGE, SKILLS & ABILITIES

JOB DESCRIPTION

Job Title: City Administrator
Department: City Administration
Reports To: Mayor
Location: City Hall, 1040 Harley-Davidson
FLSA Status: Exempt
Classification: N/A (This position is not collectively bargained.)
Updated: July 29, 2024



POSITION OBJECTIVE:

The City Administrator is the chief administrative officer of the City, responsible to the Mayor for the administration of all City affairs placed in the City Administrator's charge by SMC Title 7 and City resolutions.

ESSENTIAL DUTIES OF THIS POSITION:

To perform the job successfully, an individual must be able to perform the following essential duties satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Per SMC Title 7.03.03, the City Administrator's duties include:

- Ensuring that all provisions of this Code and all acts of the City Council subject to enforcement by the City Administrator or employees subject to the City Administrator's direction and supervision, are faithfully executed.
- Overseeing and directing the administration of all departments, offices, and agencies of the City, except as otherwise provided by State law, or this Code.
- Making recommendations to the City Council concerning City affairs.
- Preparing and submitting to the City Council an annual budget not later than September first of each year.
- Ensuring all terms and conditions in any contract or franchise to which the City is a party are faithfully kept and performed.
- Directing the hiring, reassignment, and promotion of all City employees.
- When necessary, suspending or removing any City employee except as otherwise provided by State law, this Code, or personnel policies adopted by the City Council.
- Serving as the liaison between the Mayor, the City Council, and City staff.
- Attending all meetings of the City Council, except as excused by the Mayor.
- Keeping the City Council advised as to future City needs.

- Providing staff support services for the Mayor and City Council members.
- Submitting updates and reports to the City Council as requested.
- Delegating authority with specific guidelines as considered appropriate.
- Performing such other duties as are required by the City Administrator job description, by resolution, or as may be required from time to time by the Mayor.

A more specific understanding of the above essential duties as listed in SMC Title 7.03.03 is outlined below.

- Provides direction for all city functions falling under the authority of the City Council and Mayor; maintains a physical presence and responds promptly to the city's needs.
- Serves as liaison between city staff, the Mayor, and the City Council; attends all meetings of the City Council; briefs Council members on pending agenda items and other city issues; responds to inquiries and provides Council members with information on the status of city operations and projects; provides analysis as needed to assist the Council to make informed policy decisions; prepares meeting agendas under direction of the Mayor; provides administrative support to Mayor and Council as needed.
- Assists the Mayor and City Council with strategic and long-range planning for the city; participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the city; monitors pending legislation for impact on the city; oversees compliance with new legislation; maintains ongoing communication with local legislators during session and throughout the year; active on the City's behalf in the South Dakota Municipal League.
- Facilitates internal and external communication throughout all levels of the organization; conducts meetings with department heads; focuses individual department efforts on the overall goals and objectives of the city; serves as liaison between the Mayor and Council and the staff; provides staff with policy direction, ensuring overall effectiveness and goal achievement.
- Performs financial and managerial analysis for the Mayor and City Council pertaining to city operations and programs; gathers information relevant to the topic; evaluates data and makes recommendations based on findings; prepares reports; makes presentations to the City Council and other interested parties.
- Facilitates problem-solving at all levels in the organization; works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the department level.
- Oversee operations of all city departments; serves as liaison between the Mayor and Council and department heads, keeping the Mayor and Council apprised of departmental activities; assists departments with the resolution of problems requiring the attention of city management; monitors and evaluates progress of departments toward the goals and objectives of the administration.

- Directs the preparation of the annual budget; prepare the City Administrator and Mayor & Council budgets; reviews departmental budget requests from all city departments for inclusion in the budget recommendation to the City Council; recommends changes to the budget requests from all city departments; coordinates the scheduling of budget meetings; ensures compliance with all legal and procedural requirements.
- Oversee and participates in the resolution of inquiries and complaints from the public and external organizations; establishes, monitors, and evaluates progress towards goals and objectives of the administration.
- Represents the Mayor, City Council, and the city at various meetings, functions, and events; serves as liaison to various civic or governmental organizations and committees, task forces, boards, and commissions; confers regularly with officials from municipalities, the school board, Chamber of Commerce, authorities, and commissions; provides information about city operations; participates in discussions and decisions; keeps the City Council apprised of activities.
- Serves as the city's representative in collective bargaining with the city's bargaining units; performs cost analysis on proposals and makes recommendations to the Council and Mayor for consideration.
- Oversee recruitment, selection, training and retention of qualified staff; ensures that city policies and safety standards are met.
- Coordinates special projects for the City, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, new programs, and various professional services; defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources; formulates solutions and resolves problems; facilitates the implementation of the project; provides administrative support for the project as needed.
- Oversee professional contractors and consultants providing services for city projects; participates in the evaluation and selection of contractors and consultants; interfaces with and monitors the work of contractors and consultants to ensure timely and quality completion of projects.
- This position will perform other duties as assigned and required.



KNOWLEDGE, SKILLS, AND ABILITIES:

General (Education and/or Experiences):

- Master's Degree in Public Administration (or related educational field of study) (Required although experience in lieu of education may be considered)
- Bachelor's degree in Public Administration, Political Science, Business Management, Economics, Finance, or closely related field from an accredited university
- Minimum of ten (10) years progressive responsibility as a City Manager or equivalent managerial position in an organization of comparable complexity
- A diverse exposure to managing all aspects of a full service city
- Proven track record of community outreach and consensus building, both internally and externally, with diverse stakeholder groups
- Must possess high ethical standards, excellent customer service and foster cooperation, trust and teamwork with the municipal organization
- Able to be flexible and handle a number of responsibilities simultaneously
- Broad knowledge of the policies and practices of public administration in finance, human resources, public works, public safety, and community development
- Knowledge of city government organization and applicable policies and procedures
- Knowledge of applicable city, state and federal ordinances, laws and regulations
- Knowledge of administrative, management and supervisory principles and practices
- Knowledge of budgeting techniques and governmental accounting practices
- Skill in strategic planning and development
- Skill in analyzing information and providing data and advice regarding implications.
- Skill in developing and implementing policy
- Skill in both oral and written communication
- Skill in establishing cooperative work relationships with those contacted in the course of work
- Able to work in partnership with the Mayor and Council to professionally represent the City in a variety of economic development, intergovernmental, regional, community, and Sturgis Motorcycle Rally related settings and projects
- Ability to interpret complex regulations and guidelines
- Able to provide strong leadership, economic development, financial management, organizational, and interpersonal skills
- Must be an experienced, creative, flexible, and adaptable professional who can effectively address the City and community needs
- Capacity to understand municipal and business issues on a technical level and convey them to the community in a concise, articulate manner

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to frequently sit at a desk or computer situation, stand, walk, speak, and hear
- Able to frequently required to walk and sit for periods longer than two (2) hours
- Able to frequently required to stand
- Able to frequently grip, reach, and handle papers and files
- Able to regularly lift and/or move up to 10 pounds
- Able to occasionally lift and/or move up to 25 pounds
- Able to frequently type, use a 10 key pad, and write for extended periods of time
- Able to frequently communicate verbally and in writing to personnel, staff and customers
- Occasional need to bend, twist, and lift
- Able to work in an occasionally stressful work environment

Other:

- Must reside within the City of Sturgis
- Must possess a valid South Dakota Driver's License with an acceptable driving record
- Must have an acceptable background check (including education, credit, work history, etc.)

RELATIONSHIPS:

The position shall be supervised and directed by the Mayor.



The Sturgis Municipal Code, especially Title 7, shall provide the organizational framework and granted authority of the City Administrator position. It may be amended from time to time and the sole discretion of the Council.

This position works closely with the various committees established by the City Council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems.

The following positions report to this position:

Per organizational chart approved by City Council each year

SALARY & BENIFITS: \$130,000 to \$145,000, depending on applicable, verifiable qualifications and experiences. Exempt position. Annual performance bonus (up to 3% annually). Full-time position, eligible for benefits.

ACCEPTING APPLICATIONS UNITIL DECEMBER 4, 2024. Submit a City employment application, resumé, detailed letter of interest and a list of references (minimum 3). Initial review of applicants December 9-13, 2024.

For an application, please go to <https://tinyurl.com/4z4jvucv>

For questions regarding this opportunity or if an ADA accommodation is needed, please contact Mayor Kevin Forrester at (605) 490-1177 or KForrester@sturgisgov.com

