

Mayor & Council  
City of Sturgis  
1040 Harley-Davidson Way  
Sturgis, SD 57785

Dear Mayor and Council,

I am a longtime resident of Sturgis, and I have the skills, experience and attributes to assist your efforts in establishing a strong and collaborative culture as the City Administrator. In addition to several decades of middle and senior management experience in the military, I have also contributed to the Sturgis community by being involved in local organizations over the last 25 years and recently completed a three-year term as a City Council representative.

I have three decades of leadership experience working in a diverse and high stress environment responsive to senior management's objectives and goals. My experience is consistent with the City Administrator duties and responsibilities outlined in the application packet. Specifically:

- Leading, supervising, mentoring and developing personnel
- Communications and responsive to part-time leaders
- Developing a culture of process improvement / quality assurance
- Problem solving and providing recommendations
- Strategic and long-range planning
- Budget administration
- Union engagement / labor-management relations
- Project management
- Performance metric tracking
- Liaison to internal/external stakeholders
- Verbal and written communications

My resume is enclosed with this letter so you may review my education, work experience, and achievements. I appreciate the opportunity to visit with you reference my suitability as your City Administrator.

Thank you for your time and consideration.

Sincerely,

Aaron Jordan