City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>TBD Executive Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td></td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NU21</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>7/29/2020</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**General Summary:** Responsible for overseeing the administration, mission and the strategic plan of the ‘commission’. The administrative duties include financial and budget management, project management, grant writing as well as responsibility to and communication with the Commissioners, Advisory Council, and City Council.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Establish and maintain contacts in the community with other groups for purposes of collaboration, who are likewise concerned and directly interested in promoting better understanding and relationships among diverse groups.
- Establish detailed and strategic plans to accomplish goals, including a defined plan to increase awareness, economic opportunity, education, and in general, better and more harmonious relationships.
- Develop and utilize various communication platforms to disseminate information relevant to improvement of relationships, e.g. social media, website, news-letters, billboards, lawn signs, educational videos inclusive messages, etc. (Leader should have adequate technical skills).
- Organize and hold regular community events including education and/or interactive conferences and workshops on race, historical context, economic and education challenges and possible solutions present in our community, and potentially a myriad of other topics.
- Continue the relationship building begun by MOA, including partnering in the Lakota Nation Invitational, Black Hills Powwow and other cultural events.
- Engage with community and tribal leaders to improve relationships.
- Encourage and advise Mayor and City leaders to adopt policies and laws that promote stronger relationships between diverse groups in the community.
- Act as a convener of diverse groups to discuss and collaborate on efforts to improve relationships.
- Act as a mediator and bridge in instances where racial unrest or distrust are at particularly high levels.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree in business administration, sociology, race relations or related field from an accredited university and five (5) years progressively responsible experience in working both independently and collaboratively in closely related field; or any such combination of education, experience, and training as may be acceptable to the hiring authority.
Certificates, Licenses, Registrations:

Must possess a valid driver’s license or ability to obtain within 30 days from date of hire.

OTHER SKILLS AND ABILITIES

- Demonstrated knowledge of general office support procedures.
- Demonstrated proficiency with Microsoft® Office products, other general business software, including web-based systems.
- The ability to effectively and professionally communicate verbally and in written form.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed indoors in an office where noise and interruptions often occur. Ideal candidate will have the ability to effectively prioritize and execute tasks in a high-pressure, high-expectation environment; working independently and in a team-orientation, collaborative environment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 10 pounds. The employee will be required to communicate effectively orally and in writing. Ability to maintain a professional appearance and demeanor is necessary.