City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Mayor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>MAYR</td>
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<tr>
<td>Bargaining Unit:</td>
<td>Non-Union</td>
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<tr>
<td>Pay Grade:</td>
<td>NUSC</td>
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<tr>
<td>Date Revised:</td>
<td>3.15.2022</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is the elected head of the City of Rapid City who oversees the city’s departments and the City Council (an aldermanic form of government with 5 wards). The Mayor presides at all meetings, has voice and vote in the proceedings of the City Council, and is the official head of the city for the serving of civil process and for ceremonial purposes. Responsibilities include overseeing financial decisions, future planning for the city, and public relations on public scale.

**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.

- Chairs the City Council and carries out all duties therein and acts as Chief Executive Officer of the City of Rapid City Corporation.
- Presides over City Council meetings.
- Provides leadership to the council and 9 Department Directors.
- Represents the city at official functions.
- Represents the public and considers the well-being and interest of the city.
- Ensures the accountability and transparency of the operations of the city.
- Maintains the financial integrity of the city.

**Qualifications:**

Must live in and be registered to vote in Rapid City.

**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.

**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. The ability to talk and hear via the telephone and through face-to-face communication is needed. Ability to maintain a professional appearance and demeanor is necessary.