City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>City Culture Strategist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CCST</td>
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<td>Pay Grade:</td>
<td>NU21</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>2/2/2022</td>
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General Summary: The City Culture Strategist reports directly to the Mayor and works closely with city leadership to help shape workplace culture for the entire City of Rapid City employee base. This person is a leader who reviews the organization’s goals, values, and day-to-day practices to better align them. The culture strategist will assess, maintain, and advance our workplace culture. This person will form committees to assist with this process. This position will challenge leaders and the entire employee base to focus on continual improvement.

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.

- Collaborates with and provides thought leadership to the city leaders to align the city’s organizational structure, people practices, and communication with the city’s strategy and culture.
- Creates and/or maintains and updates city’s culture improvement strategy.
- Lends strategic and operational expertise and on leadership and team-related matters.
- Becomes familiar with all city departments, including their culture strengths and opportunities for improvement.
- Works with all city departments to address their opportunities for improvement.
- Communicates culture improvement programs and initiatives with the employee base.
- Works closely with HR to stay well-informed of issues that impact culture.
- Acts as a liaison between frontline workers and leadership.
- Develops programs that improve culture including wellness, recognition, ‘soft skill’ training, performance management, and others.
- Performs team advising, coaching, and training around topics that will assist in the culture improvement process.
- Identifies opportunities and helps leaders elevate their leadership and management practices that reflect the city’s values and desired culture.
- Helps foster outstanding performance for individuals and teams.

Qualifications:

Education and/or Experience:
- **Background and Experience**: An undergraduate degree (advanced degree preferred) and 5+ years’ experience working with organizational culture.
- **Strategic and Innovative Leadership**: Track record of developing and implementing culture improvement strategies, programs and initiatives that support strategic objectives within an innovative environment.
- **Collaborative**: Highly collaborative with proven ability to partner with diverse stakeholders at all levels of the company. Possesses outstanding partnership, influencing and negotiation skills.
• **Influential Communicator**: Manifests trust, and is known for ethics and integrity. Possesses excellent communication skills and a strong personal internal and external presence. Proficiency with Microsoft Office and advanced Excel skills required. Possesses strong written and verbal communication skills.

• **Results and Solutions Focus**: Able to sort through information and rapidly develop creative, clear and concise solutions. Must be comfortable setting priorities and executing on goals and commitments in a fast-paced dynamic environment where ambiguity and change are present.

• **People Leadership**: A minimum of 5 years of direct management experience and proven ability to lead, motivate, coach and inspire diverse and cross-functional teams. Possesses a strong commitment to developing others with experience driving and supporting development and training, performance management, succession and talent management. Possesses exceptional analytical, problem solving, strong business acumen, incredibly detail oriented.

• **Strong Initiative**: Must be a self-starter who successfully sees projects through to completion.

**Certificates, Licenses, Registrations:**

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

**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 interruptions may occur. Occasional travel to City of Rapid City offices and shops will be required.

**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 sit; use hands; and communicate frequently. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.