

# **BLACK HILLS COUNCIL OF LOCAL GOVERNMENTS EXECUTIVE DIRECTOR JOB ANNOUNCEMENT**

## **THE ORGANIZATION**

Black Hills Council of Local Governments (BHCOLG) was established in 1972 as one of six planning and development districts in South Dakota. BHCOLG is a voluntary organization formed by a joint cooperative agreement between local government entities to provide technical planning assistance to a nine-county region in western South Dakota. The office is housed at the West River Business Service Center, and partners with Black Hills Community Economic Development, South Dakota Small Business Development Center, West River Foundation, and Black Hills Special Services Cooperative to help achieve its mission of enhancing communities in western South Dakota.

## **THE POSITION**

BHCOLG is seeking an individual with excellent leadership and management skills for the position of Executive Director. Under direction from the BHCOLG Board of Directors, the Executive Director is responsible for the day-to-day operations involved in administering a technical planning assistance program for a designated planning and development district within the State of South Dakota.

## **POSITION DUTIES**

- Directs and coordinates a professional staff engaged in community development and intergovernmental coordination efforts.
- Supervises and assists in the preparation of technical assistance reports and plans, including long-range planning projects, and community development projects and funding applications.
- Advises the BHCOLG governing board on matters related to the administration of the district and recommends and implements policies and procedures.
- Establishes and maintains liaison with other planning and development districts as well as regional, local, state, and federal partners.
- Develops and maintains an annual budget.
- Maintains regular communications with member communities.
- Attends meetings, conferences, and addresses interested groups and organizations.
- Other duties as assigned.

## **WORK ENVIRONMENT**

- Work is typically performed in an office setting.
- This position requires the employee to attend evening meetings and will require travel within and out of state.

## **MINIMUM QUALIFICATIONS**

A Bachelor's Degree in business administration, public administration, planning or related field of study and seven (7) years of progressive experience in the field, or a Master's Degree in business administration, public administration, planning or related field of study and five (5) years of progressive experience in the field.

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Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota.

### **SALARY AND BENEFITS**

- Starting salary is \$70,000 per year
- Health, Life, and Dental Insurance
- South Dakota Retirement System

### **APPLICATION PROCEDURE**

Apply online at this [link](#).

### **FIRST CONSIDERATION REVIEW DATE**

September 30, 2019

Contact Ali DeMersseman, [ademersseman@tie.net](mailto:ademersseman@tie.net), with questions.

Equal Opportunity Employer