

City of Beresford, South Dakota
Job Opening: City Administrator

The City of Beresford (population 2,250) is seeking a dynamic and experienced **City Administrator** to lead our vibrant and growing community following the upcoming retirement of our long-serving administrator.

About Beresford:

Located along I-29 in southeastern South Dakota, Beresford offers small-town charm with proximity to Sioux Falls and Sioux City. Our community takes pride in excellent schools, thriving local businesses, beautiful parks, and strong civic engagement.

Position Summary:

The City Administrator is the chief administrative officer of Beresford, responsible for overseeing daily operations, implementing policies of the City Council, managing staff, and ensuring the effective delivery of municipal services. The administrator plays a vital role in community development, budgeting, and strategic planning. This position also serves as Planning and Zoning Administrator for the City. This position requires at minimum, a bachelor's degree in public administration or a related field plus 3 years' experience in local government, or an equivalent combination. Experience in utilities, budgeting, government finance, and knowledge of government processes is preferred.

Salary & Benefits:

Salary is commensurate with qualifications and experience. The City offers a competitive benefits package including health insurance, retirement, and paid leave.

Interested candidates should submit the following: A cover letter detailing qualifications and interest in the position, a current resume and at least three professional references. Send application materials to City of Beresford – Attn: Human Resources, 101 S. 3rd St., Beresford, SD 57004, or email to: elaine@beresfordsd.com. Additional information is available at www.beresfordsd.com. Applications accepted until July 21, 2025.

The City of Beresford is an Equal Opportunity Employer.