



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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*Office of the Mayor*


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LF111004-02

*To: City Council*  
*From: Mayor Jim Shaw*   
*Date: October 22, 2004*  
*Ref: Mayor's Committee on Disabilities*

*I am recommending the appointment of Mark S. Kjellerson to serve on the Rapid City Mayor's Committee on Disabilities*



EQUAL OPPORTUNITY EMPLOYER

**CITIZEN INTEREST APPLICATION  
RAPID CITY, SOUTH DAKOTA  
OFFICE OF THE MAYOR**

Name: Kjellerson, Mark S.

Current Address: 3078 O'Brien Street, Rapid City, SD 57703

Telephone: 605-393-8399 (home) 605-385-4663 (work)

City Resident: No

Committee Interest: Mayor's Committee on Disabilities

Amount of time available: varies

**Work Experience:**

08/1986 – Present Department of the Air Force

I have held a number of positions with my employment in the Air Force with the most recent doing the duties of a Community Readiness Consultant and the Special Emphasis Program Manager for the Employment of People with Disabilities. As the Special Emphasis Program Manager, my responsibilities are to promote the hiring of disabled individuals into federal civil service positions within the Department of the Air Force. I achieve this by working with the staff at the local Department of Vocational Rehabilitation office and by conducting federal employment workshops to the local community through the South Dakota Career Center along with the local universities. In a section of my workshop I discuss the special hiring preferences created by the federal government to promote the hiring of severely disabled individuals and to inform the participants on the steps that need to be accomplished for the candidate to be considered for federal employment. From the workshops along with referrals from Vocational Rehabilitation, disabled individuals will contact me to assist them in obtaining a government job. I continually monitor local federal government jobs and inform those individuals of possible openings that they may be of interest to them and assist them in the application process.

I am also responsible for working with federal employers on base and informing them of the laws and regulations pertaining to the hiring of the disabled. I assist and encourage federal employers on the hiring of the disabled and will help in the assessment of reasonable accommodations for the work center if necessary.

**Educational Experience:**

University of South Dakota, Rapid City, SD – Presently have 12 Semester Hours toward the completion of a Doctor of Education degree in Adult and Higher Education.

Central Michigan University, Mt. Pleasant, MI – Master of Science in Administration

Minot State University, Minot, ND – Bachelor of Arts in Business Administration

**Community Involvement/Activities/Service Organizations:**

Rapid City Retired & Senior Volunteer Program (RSVP) Advisory Board Member  
Boy Scouts of America – Black Hills Area Council – Unit Commissioner  
Black Hills Regional Job Fair – Marketing Director  
Rapid City Area Economic Development Advisory Board Member