



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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October 21, 2014

## Office of the Mayor

300 Sixth Street

605-394-4110

Fax: 605-394-6793

E-mail: [mayor@rcgov.org](mailto:mayor@rcgov.org)

David Kneafsey  
P.O. Box 127  
Rapid City SD 57709

Dear Mr. Kneafsey:

As Mayor of Rapid City, I am pleased to extend to you a contingent offer of employment as Mayor's Executive Assistant/Program Coordinator. As a Mayoral appointment, this position is contingent upon the approval of the Rapid City Common Council, as well as the satisfactory completion of a pre-employment background screen, drug screen and completion of a satisfactory reference check. The rate of pay for your position will be a Grade 21 / Step A at \$2239.70 bi-weekly, or approximately \$58,232.20 annually, (note there are 26 pay periods).

In addition to your compensation, you will receive annual leave, which will accrue at the rate of 4.62 hours per pay period (120 hrs annually), however, annual leave is only available for use after 90 calendar days of employment.

As a City employee, you will be entitled to the benefits package the City has to offer and shortly after your start date you will be scheduled for new employee orientation.

I look forward to working with you as a valuable, enthusiastic member of our team! Feel free to contact me at (605) 394-4110 if you have any questions.

Sincerely,

Mayor Sam Kooiker  
City of Rapid City  
Website: [www.rcgov.org](http://www.rcgov.org)

Just as you retain the right to resign without notice or cause, the City has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any City officer or representative. If you understand and accept the terms of this contingent offer, please sign and return this letter to the City of Rapid City Human Resources Office.

David B. Kneafsey  
Applicant

21 Oct. 2014  
Date

