



City of Yankton

City Population: ~14,000
Salary Range: ~\$95,000
Size of Budget/Staff: ~\$30 million total budget; ~135 FT and PT employees
Reports to: Nine (9) member City Commission

Minimum Qualification:

Education and Experience: Bachelor's degree in public administration, urban affairs, public policy, business, finance, or closely related field, from a regionally accredited university AND four (4) years of responsible management experience. Or a Master's degree in public administration, urban affairs, public policy, business, finance, or closely related field, from a regionally accredited university AND two (2) years responsible management experience.

Major Tasks and Responsibilities

Leadership and Management Competence

- Leads, manages and supervises the entire city operation through daily interaction with department heads, supervisors, and employees.
- Attends city commission meetings and provides staff support to city commissioners.
- Makes recommendations for changes, prepares and introduces ordinances, implements policies as directed by commissioners.
- Ensures compliance with city ordinances, state and federal mandates.

Budget and Fiscal Competence

- Oversees preparation of city budget, advises commission on financial condition of city, administers contracts, coordinates and oversees capital improvement plan.

Communication and Outreach Competence

- Promotes cooperation with other local government agencies.
- Fosters relationship with news media.
- Interacts with citizens in resolving problems.
- Manages city's intergovernmental relations between the city and local, state, regional, and federal entities.

Strategic Thinking and Planning Competence

- Develops and maintains customer oriented climate and approach.
- Implements principles of strategic organizational planning to manage current and future city goals and to implement a city-wide vision.

Economic Development and Land Use Planning Competence

- Interacts with economic development agencies for the positive promotion and economic prosperity of the region.

Human Resource Competence

- Understands and applies sound public personnel practices including strategic human resource management.

Quality Factors: Knowledge, skills and other characteristics:

- Knowledge of applicable city, state and federal ordinances, laws, regulations, policies, and procedures.
- Experience in highly responsible executive level work planning, directing and coordinating the work of City agencies on behalf of the City Commission, formulating alternatives and recommending program and administrative policies for Commission consideration.
- Evidence of high performance in budgeting techniques, governmental accounting practices, grant procurement, and public utilities management.
- Extensive experience and skill in strategic planning and development, including vision to see the big picture and an ability to anticipate the future impact of decisions.
- Evidence of data-driven decision-making, analysis of information, and the providing of data and advice regarding implications of potential policies.
- Evidence of the ability to interpret complex regulations and guidelines.
- Evidence of knowledge about infrastructure development, maintenance, and technical issues.
- Strong organizational and management skills with a reputation as a creative problem solver, who has demonstrated an ability to involve stakeholders in decision-making, build consensus for solutions and implement ideas.
- The ability to maintain positive, productive relationships with the City Commission, city employees, the general public, the business and commercial community, development interests and volunteers.
- Sets a positive example of competence, professionalism, energy and work ethic to the organization and community at large.
- Excellent oral and written communication skills.
- Extensive experience with successful economic development practices.

Job Summary

City Manager, Yankton, SD (pop. 14,000). Salary range \$95,000 +/- DOQE. 8 Managers since 1955. Position is appointed by and reports to a nine-member City Commission elected to 3 year overlapping terms. \$30 million total budget with 135 full time and part time employees. Located in southeastern South Dakota, Yankton serves as the commercial, medical, financial, and manufacturing center to a regional population of 85,000. Vital tourism components attract 2.5 million visitors to the area annually. Bachelor's Degree in public administration, urban affairs, public policy, business, finance, or closely related field is required plus 4 years increasingly responsible management experience or a Master's degree in public administration, urban affairs, public policy, business, finance, or closely related field, from a regionally accredited university and two (2) years responsible management experience. Master's degree is preferred. Responsible for providing direction and support to finance, fire, library, parks, police, public works, community development, and information services. Ideal candidate will have a proven track record in general management, Council/Staff relations, finance, budgeting, commercial development and the tourism industry. Also, outstanding organizational skills, proven interpersonal communication skills and well developed writing skills preferred. Residency required. Review of applications will begin 3/24/2008. For more information call Al Viereck (605) 668-5221.

Please send cover letter, resume, and supporting materials to:

Mayor Charlie Gross
City of Yankton
416 Walnut Street
PO Box 176
Yankton, SD 57078
Fax: 605-668-5265