

CITY OF MILBANK

City Administrator

Department: Finance

Job Grade: 20, Exempt

Reports to: Mayor and Council

Date: August 1, 2023

Written/Revised by: Pat Raffety, Mayor

JOB DESCRIPTION

We are seeking a dynamic and forward-thinking City Administrator to oversee the efficient and effective operation of Milbank, South Dakota, a growing and vibrant city with a population of approximately 3,500 residents. This role requires a strategic mindset, exceptional leadership skills, and a strong commitment to building a positive culture within the organization. The City Administrator will be responsible for personnel management, long-range planning, budget oversight, project leadership, and maintaining excellent relationships with elected officials and the community at large.

Accountability:

The City Administrator plays a crucial role in Milbank's city structure, reporting directly to both the Mayor and City Council. As the primary executive official, the City Administrator serves as the essential link between the city's leadership, various departments, and the citizens of Milbank. The Finance Officer, Police Chief, Public Works Coordinator, and Park & Recreation Manager are directly accountable to the City Administrator within this framework. They collaborate closely with the City Administrator to ensure effective coordination and alignment of their responsibilities. This well-defined accountability structure fosters transparent communication, efficient decision-making, and seamless implementation of policies and initiatives, ultimately driving the collective goals and aspirations of Milbank forward.

Essential Functions

1. Strategic Leadership:

- Develop and implement innovative strategies to drive Milbank's growth and enhance the quality of life for its residents.
- Foster a culture of creativity, collaboration, and continuous improvement between city staff and community leaders.
- Think outside the box to identify new opportunities, anticipate challenges, and provide proactive solutions.

2. Personnel Management:

- Attract, train, and oversee a diverse team of city employees, ensuring their performance meets high standards and promoting a positive work environment that enhances job satisfaction.
- Encourage and facilitate collaboration between different departments, fostering the sharing of resources to successfully accomplish projects outlined by the city council.

- Ensure that vital information is communicated promptly and in a clear manner to the relevant departments, promoting effective coordination and streamlined workflows.
- Champion professional development, mentorship, and career advancement opportunities for staff, fostering a motivated and skilled workforce.
- Nurture a positive work environment that values teamwork, encourages open communication, and fosters mutual respect among team members, enhancing collaboration and overall job satisfaction.

3. Long-Range Planning:

- Develop and execute comprehensive long-range plans to address Milbank's infrastructure, community development, and service delivery needs.
- Conduct thorough research and analysis to identify emerging trends, evaluate potential risks, and recommend strategic initiatives.
- Collaborate with various stakeholders, including community organizations and neighboring jurisdictions, to align long-term goals and leverage resources.

4. Budget Management:

- Oversee the preparation of the annual city budget, ensuring fiscal responsibility and alignment with strategic priorities.
- Monitor expenditures, revenue streams, and financial performance, making necessary adjustments to maintain budgetary integrity.
- Seek innovative funding opportunities and cost-saving measures to optimize resource allocation and maximize the value delivered to Milbank's taxpayers.

5. Project Leadership:

- Lead and support cross-functional teams in the successful execution of key city projects and initiatives.
- Coordinate project planning, implementation, and evaluation, ensuring timelines, budgets, and quality standards are met.
- Skillfully relay project updates and outcomes to elected officials, staff, and the public, ensuring clear and transparent communication.

6. Community Engagement:

- Regularly review and comprehend city ordinances and policies on an annual basis.
- Propose necessary updates to the Mayor and city council regarding documentation when relevant.
- Participate in public meetings, ensuring effective communication with all stakeholders involved, and provide detailed summaries of discussions, action items, and decisions.
- Effectively communicate with citizens during ordinance conflicts, maintaining a calm atmosphere to reach the best resolution for all parties involved. Notify Council members accurately about the resolution or any required follow-up.
- Collaborate with the city attorney as needed to implement and verify best practices.

7. Relationship Building:

- Cultivate strong working relationships with elected officials, providing guidance, advice, and support as needed.
- Act as a liaison between the city administration and the community, actively seeking input, addressing concerns, and fostering transparency.
- Implement strategies to enhance public engagement and ensure excellent interaction

with Milbank's taxpayers, promoting a culture of exceptional customer service.

Qualifications:

- Proven experience in a leadership role, ideally within municipal government or a similar public sector environment.
- Strong knowledge of municipal operations, policies, and regulations.
- Excellent interpersonal and communication skills, with the ability to effectively engage with diverse stakeholders.
- Demonstrated experience in strategic planning, budget management, and personnel supervision.
- Ability to think critically, solve complex problems, and make sound decisions in a fast-paced and politically sensitive environment.
- Proficiency in using technology and data analysis tools to drive decision-making and process improvement.

Preferred Education:

- An advanced degree in public administration, urban planning, or a related field.*

*Milbank's Mayor and City Council recognize that a college degree is not the sole measure of qualifications. They value real-world experience and acknowledge that individuals with practical expertise can bring valuable insights to the role. While a college degree is typically preferred, the Mayor and City Council are open to considering candidates with substantial experience in relevant fields. This approach ensures a diverse pool of applicants and allows for a comprehensive evaluation of candidates based on both educational background and practical knowledge. By prioritizing real-world experience alongside formal education, Milbank's city administration aims to assemble a capable and well-rounded team to effectively serve the community.

Additional Information:

This job description is not intended to be an exhaustive list of all responsibilities, duties, or tasks required for this position. The roles and tasks assigned to the employee may evolve over time, with or without prior notice. It is a full-time position with base hours from 8:00 am to 5:00 pm, Monday to Friday, and occasional evening and weekend work may be required as job duties demand. The City of Milbank provides a competitive salary and benefits package that aligns with your qualifications and experience. Salary range is \$72,913 - \$104,266 annually. If you are an innovative leader who thrives on challenges and is passionate about creating positive change in Milbank, we wholeheartedly encourage you to submit your application. To apply, please submit your resume, cover letter, and references through the City of Milbank Employment Website, <https://www.milbanksd.com/city-of-milbank/employment/>. Applications will be accepted until August 31, 2023. For more information about the City of Milbank, please visit our website at www.milbanksd.com.