

YANKTON SOUTH DAKOTA!!



**WANT TO JOIN THE GREATEST TEAM IN SOUTH DAKOTA?
THE CITY OF YANKTON IS SEEKING A STRONG, PASSIONATE
LEADER WHO WILL DEVELOP THE HR DEPARTMENT INTO A
PRO-ACTIVE BUILDER OF
CULTURE AND ORGANIZATIONAL EXCELLENCE**

THE COMMUNITY:

Yankton is located in southeastern South Dakota on the border with Nebraska. The City runs along one of the last free-flowing stretches of the Missouri River, providing the beauty and recreational opportunities that reflect the values and the spirit of the community. Long before Yankton was the first capital of the Dakota Territory, Native Americans called the area home; providing its namesake. The rich history of the area including Native Americans, farmers, immigrants, politics, steamboats, entrepreneurship, healthcare, education, and industry has evolved to create what Yankton residents love today.



Yankton's connection to the past, combined with a vibrant and thriving quality of life make it the quintessential "All American City." The community enjoys an incredible array of outdoor sports and recreation in community, state, national parks, and recreation areas. Our downtown Meridian District supports and grows numerous popular events such as Music at the Meridian, Rock'n Rumble, Riverboat Days, and our Holiday Festival of Light. If you love the outdoors, Yankton has a wealth of opportunities. Our outstanding trail system connects you to our neighborhood parks and community facilities. Hunting, fishing, hiking, camping, and watersports are just a few of the ways we like to play. Yankton is also home to many archery ranges and are known worldwide as home to the largest indoor archery facility in the country.

Health Care: Boasting an impressive number of specializing physicians, surgeons and advanced medical technology, Yankton has developed into a regional destination for health care. Our hospital, clinics, retirement homes, assisted living centers, and mental health facilities offer extraordinary care that is accessible and convenient to all.

Youth Development - A Community Priority: If you ask people why they love Yankton, any parent will tell you that is the only place they would want to raise their family. Yankton is a place where kids ride their bikes and walk to school and can gather in parks with friends safely. There is a clear sense that the community watches out for each other and that especially for kids. Youth Associations cover every sport and outdoor interest. Theater, music, art and academic programs are also a priority, allowing every child to explore their interest. Currently, the City of Yankton is constructing a first class aquatics facility slated to open summer 2021.

SCHOOLS: There are approximately 3,000 students who attend public and private K-12 schools in Yankton. The Yankton School District is known throughout the state for its outstanding programming and educators. Mount Marty University compliments our community's interests and values. MMU is finalizing construction of an indoor fieldhouse that will be available to the community and has recently announced the addition of a football and dance programs to their already strong academic and service mission.

CITIZEN INITIATIVES: Citizens in Yankton are engaged and involved in building their community. Recently, a group of citizens called Dive In Yankton worked together to create a grassroots effort for the development of a multigenerational aquatics facility. The momentum of this group resulted in a successful support of a \$12 million dollar bond. As Mayor Nathan Johnson summed up, "Little did we know that in the process of building an aquatics center, we were building something more important, and that is a team." Similar efforts continue in the with citizens leading positive changes for our schools and other public facilities.



YANKTON AT A GLANCE

- **Population:** 14,900 (2018 estimate)
daily population 20,000
- **City Area:** 8.45 square miles
- **Location:** SE South Dakota on the Missouri River near the Iowa and Nebraska border
- **Full-time Employees:** 150
- **Seasonal, PT Employees:** 150
- **New Single/Multi-family units built in 2019:** 66
- **Number of City Unions:** 1 established (civilian) 1 in formation (FOP)
- **City Operating Budget:** \$12,000,000
- **Current HR Director:** Retiring in June after 30 years of service

THE ORGANIZATION:

The City of Yankton is a growing and thriving community. This is not by accident. Guided by their vision and values, the City Commission, City Manager, and City staff work as a team to carry out their mission. Together, they are committed to being progressive while maintaining high quality services and being thoughtful about planning for the future.

The culture of the organization is inclusive, supportive, and team-centered. Ideas are sought and old ways of thinking are challenged in an environment that is productive and fun. As one employee sums it up, "This creates a workforce who are loyal, friendly, and have an incentive in making their community a better place to live."

The City of Yankton maintains its infrastructure. Recently, the City of Yankton completed a collector well, a new reverse osmosis water treatment facility, and a critical bridge reconstruction. Last year alone the City invested over \$11 million in local street reconstruction. In addition, public safety is prioritized so citizens can enjoy all of the other amenities the community offers.

MISSION

To provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

THE 2019-21 VISION

In 2019, the City Staff and Commission created a Vision of what to strive for in Yankton. The following statements represent what the City is constantly working to achieve:

1. Yankton works together to pursue happiness.
2. Yankton has welcoming and safe neighborhoods.
3. Yankton has beautiful parks and is an oasis on the Missouri River.
4. Yankton has a thriving economy and vibrant downtown.
5. Yankton is collaborative and innovative.
6. Yankton is an open and engaging community.



A VISION FOR HR

The City is looking for a strong leader who will develop the HR role into a pro-active builder of organizational competence. The HR department will be at the forefront of ensuring the City of Yankton is an exceptional place to work and grow as an individual.

PRIORITIES

- Learn the departments, employees, organization and how the parts work together.
- Help the departments develop effective, consistent policies.
- Become a resource and assist in the hiring and promotion processes.
- Modernize the technology and approaches to HR and payroll.
- Monitor and assist with union formation and negotiation.
- Review employee handbook with an eye toward the various functions of the City.
- Take HR directly to the departments through regular visits.
- Address employees that are reaching retirement age on their questions and concerns about the retirement process.
- Develop a standard Safety Program.
- Be the organizational leader on the health insurance committee.
- Help the department heads with job description updates across the entire organization.
- Challenge the current organization to be more efficient, more focused, and help stream-line our processes.
- Review process for work comp claims and make recommendations to improve and control losses.
- Work on succession plans in each department.

DESIRED QUALITIES

The City is seeking an HR Director who is an excellent and unbiased communicator. They will demonstrate situational awareness and a flexible leadership style. Teamed with the City Manager and peers, they will be counted on to be creative, innovative, forward thinking, and willing to challenge the status quo. They will create vision for the future of the department while contributing to the vision of the organization.

The Director of Human Resources Employee Engagement will....

- Be energetic and self-motivated.
- Able to work cooperatively with the other department heads to solve problems through critical thinking.
- Be a learn-it all person and not a know-it-all person.
- Be respectful.
- Desire to be friendly and have fun with work.
- Be personable, trustworthy, and organized.
- Be humble and willing to check into something when the answer isn't clear or known.
- Be charismatic and genuine.
- Be confident, positive, and ambitious.
- Be empathetic, professional, and kind.

THE POSITION: DIRECTOR OF HUMAN RESOURCES EMPLOYEE ENGAGEMENT

This position is responsible for administering all Human Resources (HR) functions and support services. This includes talent recruiting and selection; employee performance management; compensation and benefits administration; risk management; job classification and organizational compensation structures; labor relations and negotiations; and compliance and metrics. The candidate selected will provide guidance, support and training in HR related topics to city employees, assists in the development of personnel policies, annual city budget and collaborate with the Information and Technology Services Department and the Finance Department for the purpose of administering timekeeping, payroll, and human resource software.





QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's Degree in human resource management, business or related field. Equivalent experience may be considered commensurate to a degree. (PHR or SPHR preferred)
- At least five years of experience as a professional in human resource management

OTHER REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Empathy, professionalism, confidentiality and understanding.
- Outstanding communication, presentation and leadership skills.
- Comprehensive understanding of employee benefit administration and compensation plans.
- Comprehensive knowledge of the principles and practices of human resource management, supervision, personnel management and employment law.
- Ability to identify emerging issues, develop and implement solutions.
- Strong computer skills with the knowledge of and ability to learn, navigate, and operate multiple software applications.
- Demonstrated ability to problem-solve, think critically, make effective decisions, communicate both verbally and in writing

PROCESS BRIEFS:

STARTING SALARY RANGE: \$76,600 TO \$97,000

- Application Deadline: March 18, 2020
- Apply by sending compelling letter of interest and electronic resume to YanktonHRD@hue.life
- Questions to Richard Fursman (651)338.2533 or richard.fursman@hue.life
- Screen and Review Candidates: March 19 – April 3, 2020
- Final Interviews: May 4-5 2020
- Select Candidate: May 6, 2020
- Approximate Start: June 15, 2020

CITY OF YANKTON INFORMATION

- Website: <http://www.cityofyankton.org>
- School District 63-3 <https://www.yzd.k12.sd.us/>

