

NOW ACCEPTING APPLICATIONS

# PUBLIC WORKS DIRECTOR

City of Brookings, South Dakota

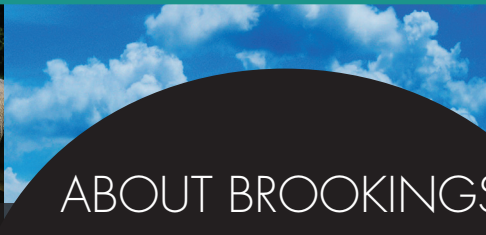
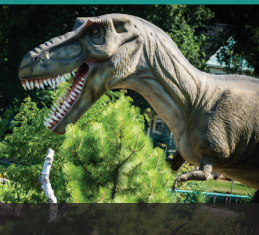


BROOKINGS IS...

The City of Brookings is an inclusive, diverse, connected community that fuels the creative class, embraces sustainability and pursues a complete lifestyle. We are committed to building a bright future through dedication, generosity and authenticity.

BRING YOUR DREAMS.





## ABOUT BROOKINGS

Brookings is a safe, family-friendly, and vibrant community with many amenities you would find in a larger city, but with the comfort of a small town. With a population of 23,773, the City of Brookings is the fourth largest city in South Dakota and encompasses a total area of 13.5 square miles. It is the seat of government for Brookings County (population 34,135). The City of Brookings has experienced significant growth with a 25% population increase since the 2005 census. Located in the heart of the I-29 corridor with an estimated 530,000 annual visitors, the City of Brookings is just minutes from the Minnesota border and less than an hour drive to the state's largest city, Sioux Falls.

### THE COMMUNITY



What really makes Brookings a special place is its unique neighborhoods, tree-lined streets, its leisurely pace of living, lack of crowds and congestion, and its genuine and friendly people. The City of Brookings boasts exceptional, well-maintained public parks, trails and recreational venues that provide a great place to have a picnic, play disc golf, or just play. Miles of biking trails throughout the City of Brookings provide entertainment for the entire family connecting parks, neighborhoods, schools and other civic amenities. The city provides an abundance of attractions and activities such as the Dakota Nature Park, Children's Museum of South Dakota, South Dakota Art Museum, McCrory Gardens Education & Visitor Center, South Dakota Agricultural Heritage Museum, Outdoor Adventure Center of South Dakota, Downtown at Sundown, summer concert series and Brookings Summer Arts Festival.

Brookings is a city with an extraordinary quality of life, booming job market and outstanding school system. Niche ranked Brookings School District as the #2 Best & Safest School District in South Dakota for 2017-18.

In total, the Brookings School District has a growing enrollment serving over 3,400 students and is currently the seventh largest school district in South Dakota.

Brookings is home to South Dakota State University (SDSU), the largest institution of higher education in the state (with an enrollment of over 11,000 students). SDSU creates a youthful and energetic atmosphere and offers residents exciting Division I college athletics, as well as a multitude of cultural, educational and recreational activities.

The City has excellent healthcare resources, one of the nation's lowest crime rates and is located in the lowest cost state for doing business. Brookings Health System, is a non-profit, city-owned health organization offering a full range of inpatient, outpatient, surgery, home health and extended care services. Clinical services are provided by Avera Medical Group and Sanford Health.

In addition, Brookings has one of the best tax climates in the country with no personal property or personal income tax, no inheritance or corporate income tax, and no state income tax. More families are choosing Brookings for its safe, friendly, entrepreneurial, and progressive environment.

### CITY GOVERNMENT

The City of Brookings operates under the Council-Manager form of government, which was adopted in 1999. A Home Rule Charter City, under South Dakota Law, the City is governed by a Mayor and six Council Members, all elected at-large for three-year overlapping terms. The Mayor and City Council appoint the City Manager, City Clerk and City Attorney, who is retained on a part-time contractual basis. The City Manager serves as the Chief Administrative Officer of the City and is directly responsible to the City Council for all day-to-day operations, the financial condition and practices of municipal government and selects, appoints and directs all departments of the City as provided by the city charter.

The City operates with a Leadership Team of 11 department directors, all of which the City Manager has direct oversight, in a collaborative and open environment where people work together across departments striving to provide excellent customer service. The Leadership Team includes: Assistant

City Manager, City Clerk, City Attorney, Community Development, Chief Financial Officer, Fire, Human Resources, Library, Parks/Recreation & Forestry, Police, and Public Works.

Many departments are assisted by citizen advisory boards, which provide a valuable service as a liaison between the public and City government.

In addition, the City of Brookings has established semi-autonomous enterprise functions, which are governed by appointed boards for Brookings Municipal Utilities (BMU), which manages electric, water, wastewater, internet, cable television, and telephone operations; and the municipal Brookings Health System, which includes a 49-bed acute care hospital, 79-bed skilled nursing home, clinics and congregate senior apartments. The City currently employs 145 personnel and has a total budget of \$54 million (\$16.8 General Fund) for fiscal year 2021.

### WHY BROOKINGS?

- #1  
Best College Towns in S.D. (Travel Pulse, 2019)
- #1  
Best Cities to Live in S.D. (Chamber of Commerce, 2019)
- #7  
Most Arts-Vibrant Small Cities in the U.S. (SMU Data Arts, 2019)
- National Micropolitan Success Story (Walton Family Foundation, 2018)
- #25  
Best Cities for Entrepreneurs in America (Livability/Entrepreneur, 2017)
- #16  
Best Performing Micropolitans in the Country (Policom, 2020)
- #1  
Best Places to Live in S.D (Niche, 2018, 2017, 2016)
- #8  
Top College Towns in America (Schools.com, 2017)
- #2  
Safest Cities in S.D. (Alarms.org, 2018)



BRING YOUR DREAMS.



## OUR VISION

We are a  
welcoming and  
inclusive community.  
Bring your dreams!

## OUR MISSION

To provide high  
quality of life through  
exceptional services  
and proactive solutions.

## OUR VALUES

Our organization operates  
through honest, service-oriented  
leadership with core values of  
integrity, accountability,  
and innovation.

# WHAT **WE** DO IS BIGGER THAN US.

Our community expects great things from city employees. Every employee adds value to the City of Brookings through distinct skill sets and essential services. Individuals are chosen to be part of the team because of the core values and attributes they possess. Together, through servant leadership, we help shape the community to create a lasting legacy for all to reflect on with pride. As a team, we assist in “achieving dreams.”

## PUBLIC WORKS DIRECTOR

### POSITION OVERVIEW

The City of Brookings is seeking qualified applicants to lead the newly created Public Works Department. The position acts as a key partner in helping the City Manager and City's leadership team shape the City's organizational culture and implementing the City's mission and vision. This professional employee will focus on the combination of physical assets, management practices, policies and personnel necessary for government to provide and sustain structures and services essential to the welfare and acceptable quality of life for Brookings residents. The Public Works Department is the largest City department comprised of the streets, fleet, engineering, stormwater, airport, refuse collection, and landfill divisions. The department contains 32 staff members and functions with a budget of approximately \$5 million in operations and \$4 million in capital annually. Brookings has 242 miles of street maintenance and has a rating of B- for its transportation system. Stormwater continues to be a major dialogue for the town as it continues to shape Brookings future. This department is responsible for 52.8 miles of stormwater pipe, and 1768 stormwater structures.

The selected individual must bring a desire to build individuals up, promote leadership opportunities and provide positive leadership. The organizations core values are to operate through honest, service-oriented leadership with core values of integrity, accountability, and innovation. The City's mission is to provide high quality of life through exceptional services and proactive solutions. All members of the organization live to foster a welcoming and inclusive community where all can bring their dreams! Brookings employees know they are not just making decision that impact people today; they are making decisions that will affect generations to come in a positive manner.

### THE IDEAL CANDIDATE

- Outstanding leadership qualities that will bring strength, stability, and long term credibility to the position with a strong focus on customer service and building solid relationships with internal and external stakeholders through proactive solutions.
- Provide leadership that builds teams as well as inspires, motivates, and empowers staff to achieve established goals.
- Ability to ensure sustainable and best practices are a priority that encompasses all aspects of investing in the long-term good of the community through capital improvement and operations. This means making decisions that are simultaneously beneficial for the environment, residents, development, economy, community character, overall quality of life and more.
- Executing ability that utilizes a holistic approach requiring everyone from the Public Works Director to residents and from across divisions, cities and counties.
- Excellent communication and interpersonal skills as well as solid presentation and organization abilities.
- Will create an open, collaborative, and successful working relationship with the City Manager, leadership team, elected officials, community stakeholders, State and Federal officials, representatives of the media and the public.
- The principles and practices of Public Works administration, budgeting, personnel administration, contract management, and risk management.
- A hands on understanding of municipal government or other organizations of similar complexity.
- Understanding of applicable federal, state and local laws, codes and regulations.
- Ability to analyze problems and solutions and take appropriate actions and deal effectively with complex and sensitive issues.
- Work tactfully in a sometimes highly scrutinized environment while remaining patient, approachable, and self-confident.
- Be a sustainability leader with big picture thinking, strong communication skills, and keen peripheral vision.
- Enjoy and thrive in a fast-paced, robust environment, and be able to address day-to-day operations with common-sense and a cooperative approach to decision-making and problem solving.