



Parks and Recreation Director
City of Milbank, South Dakota

<https://www.milbanksd.com/city-of-milbank/employment/>



Parks and Recreation Director

The City of Milbank, SD, is looking for the next Parks and Recreation Director to be a part of our executive team.

The Community

History: Milbank is located in northeast South Dakota on the south fork of the Whetstone Creek.

This quiet community is along the Yellowstone Trail, the first transcontinental highway, known today as US Highway 12.

Founded in 1880 when the Chicago, Milwaukee and St. Paul Railroad first laid tracks in South Dakota, Milbank was named after railroad director, Jeremiah Milbank. The city was incorporated in 1894 and is governed by a Mayor and Council, in an alder-manic style of government.

The City is divided into three Wards with two councilmembers elected from each Ward.

The daily operations of the city are managed by a City Administrator and supported by executive directors for Parks and Recreation, Police Department and Public Works.



The City Administrator, Police Chief and Finance Officer are appointed annually during the June City Council meeting.

Milbank was named the 2023 Community of the Year Award winner from the South Dakota Governor's Office of Economic Development. If you want to love where you live and work, Milbank is the place for you.

Located in northeastern South Dakota, Milbank serves as the hospitality hub for the Glacial Lakes Region.

The community famously is known for our place in history as the birthplace of American Legion Baseball. We pride ourselves on our award-winning school district, modern healthcare facilities, 120+ acres of parks including a recreational lake, and most of all, our people and strong sense of community.



Surrounded by rich agricultural land, our economy thrives on dairy products, livestock, grains, granite quarrying, food processing, warehouse distribution, telemarketing and recreational activities.

Additionally, Milbank is just 10 miles from excellent recreation at Big Stone Lake.





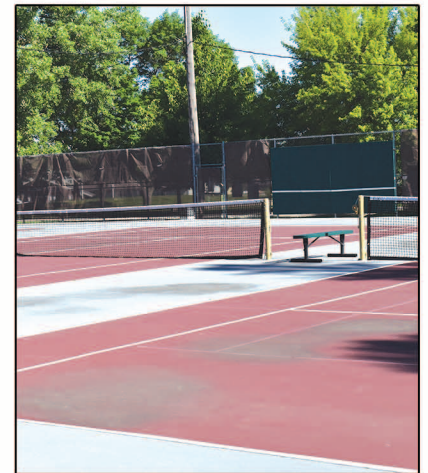
Demographics

Today Milbank has a population of 3,443 and is located in the heart of agriculturally rich Grant County, which has a population of 7,556. Our historical community, booming economy, lively downtown, vibrant industrial park, and bustling neighborhood and commercial developments keep us moving forward while embracing our past. We praise our citizens for their heartwarming characteristics and determination to make our community succeed generation after generation.

Milbank's population is growing, and our local business growth is on the rise. We have two housing developments currently being built, and two more in the planning stage.

We are currently finalizing plans for a \$12.5 million water system enhancement, several park improvement projects, along with improvements to the city-owned Unity Health and Fitness recreation center. It is an exciting time to be a resident of Milbank. Our citizenry and city employees strive to continue to move our community forward.

- Milbank pop. – 3,443
- Land area – 2.8 square miles
- Median income – \$90,445
- Poverty rate – 11.36
- Mean age – 42.3
- Grant County pop. – 7,556
- School district – 1,028 students
- City employees – 72 (FTE - 26)



Driving Distances

- Watertown: 46 miles
- Brookings: 75 miles
- Sioux Falls: 129 miles
- Fargo, ND: 136 miles
- Minneapolis, MN: 186 miles





The Organization

The City of Milbank operates under an aldermanic, Mayor-Council governmental structure.

The Mayor and City Council consists of elected officials who serve four-year terms.

The city is divided into three Wards with two council member representatives per Ward.

Milbank is a full-service City with daily operations managed by a City Administrator overseeing Administration, and Department Directors overseeing Public Works (Water, Wastewater, Streets and Fleet), Police, Parks and



Recreation (Parks, Recreation, Cemetery and Maintenance Services).

The FY24 adopted budget totals \$12.8 million, with \$6.6 million in the General Fund. The totality of the Parks and Recreation Budget is \$4 million, with \$1.4 million for operations.



The Department

There are four divisions under the direction of the Parks and Recreation Director.

The Parks and Cemetery division is responsible for the grounds and fields owned and maintained by the City.

Recreation is responsible for program development and implementation of all City-sponsored activities.



Unity Health and Fitness is our athletic facility, which features an indoor pool, gymnasium, fitness and strength training equipment.

Maintenance Services involve a wide range of tasks and activities to ensure the proper functioning, safety, and cleanliness of a building or facility.



The Ideal Candidate

- An Innovator, Collaborator, and Leader with a track-record of success
- An excellent Communicator with strong Customer Service
- Skilled and Experience in Facilities, Grounds, and Recreation Services
- A professional with a can-do attitude who values the experience, inputs, and contributions of all staff



Compensation and Benefits

The **Salary** range is based on qualifications but ranges between \$57,000 and \$70,000 per year.

The City approves 10 paid **Holidays** per year.

Additional leave includes **Vacation**, based on years of service up to 240 hours; **Sick**, accumulated at 8 hours per month up to a total of 480 hours; **Military**, up to 80 hours per year.

The City provides **Health Insurance**, paying 100% for employees and 50% for dependents. Additionally, the City will reimburse deductible costs exceeding \$1,500.



The City pays 100% of **Vision Insurance** and \$10,000 in **Life Insurance**.

The City participates in the **South Dakota Retirement System**, contributing 6% for general employees and 8% for police.

Other benefits include \$100 for **Clothing Allowance** and full membership to **Unity Health and Fitness** for the employee and equivalent toward couples and family membership.



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