



CITY ADMINISTRATOR POSITION AVAILABLE
Position Open Until Filled

Welcome to Dickinson, ND

Dickinson, ND, may not be a city that is well-known, but it is a city to watch! It is one of the fastest growing micropolitan cities in the USA, ranked as Money magazine as the #6 Best Place to Live (2017) and as the Best Small Town by Livability.com (2013). The local unemployment rate is at an impressive 2.2%, and the economy is strong, focusing on energy, agriculture, and manufacturing. It is also known as the home of Dickinson State University. Centrally located in southwestern North Dakota, it is the regional hub for 200,000 people and the midpoint between Fargo, ND, and Billings, MT.

Dickinson is the gateway to Theodore Roosevelt National Park. The Badlands, which are part of the Park, start approximately 15 miles west of Dickinson, and it is only 30 minutes to the



main entrance of the Park, presenting a myriad of exploring opportunities. If you want to see Mount Rushmore, travel south to Rapid City, arriving in just over 4 hours (via smaller highways). If you want to travel to Canada, the border is only 3.5 hours north.

The city is less than an hour's drive from Lake Sakakawea, the largest of the mainstream reservoirs on the Missouri river, and which has many recreation resources and wonderful fishing. Due to the strategic location of the city, and the resulting regional social and economic influence, it has been known for decades as “Queen City of the Prairies!” It now is also branded by its modern nickname, “The Western Edge”—due to its location at the western edge of the state.

The area has one of the nation's strongest economies due to the diverse resources of agriculture, energy (coal, ethanol, natural gas, and oil), national and international manufacturing, and tourism. Dickinson and was given the honorary position of #1 Strongest Micropolitan Economy by POLICOM Corporation in 2015.

Dickinson is a destination community for entertainment and cultural events including: Roughrider Days, the Ukrainian Ethnic Festival, Dickinson State University Campus Activities, Alive at 5 (which pulls in thousands for their summer concerts), Rodeos, Museums,



Specialty Vehicle Shows, Car Races, and Concert Series, to name just a few. For those who love the outdoors, nearby one can enjoy world class bird (pheasant, geese, and partridge) and big-game hunting, fishing (walleye, salmon, pike, bass and blue gill), camping, winter and summer sporting activities, hiking, biking and equestrian trails.

The jewel in the city that draws the community together is the West River Community Center. This amazing full-service center of 132,000 square feet is filled with venues to enjoy: water recreation, gymnasiums, racquetball, a fitness center, a climbing wall, a community room, tennis courts, golf, a playground, and a track. Nearby is the West River Ice Center, which has two arenas with seating capacity up to 1,300. The arenas are used for indoor ice activities from October to March and host the Dickinson Hockey Club. During the off-season, the arenas are used to host special events such as trade shows, sports shows, circuses, and more.

For more recreational enjoyment, go to the Heart River Golf Course, an 18-hole, par 72 layout nestled along the scenic Heart River and

with numerous panoramic views of Patterson Lake. These beautiful surroundings provide golfers with just the right blend of atmosphere and relaxation. One will also enjoy the Patterson Lake Recreational Area, located three miles west and one mile south of Dickinson. The area is used for boating, fishing, swimming, water skiing, camping, picnic areas, playgrounds, golf (four traditional 18 hole courses as well as disc), horseshoe pits, mountain biking, nature areas, and sand volleyball courts.

Plenty of restaurants will whet the appetite including casual, upscale, organic, and more—Dickinson has something for everyone. Ethnic foods are a local favorite, and we suggest you try the flavor of the city's first settlers—a Ukrainian dish or the German-Russian borscht at several of the local establishments.

Around town, you'll enjoy the Dickinson Area Public Library, which was originally a Carnegie Library. It has been recently restored and expanded preserving the look and feel of the original structure. The library also offers Bookmobile services to Stark, Billings and Slope Counties.

Another popular place to visit is The Dickinson Dinosaur Museum. Visitors will also find a complete Triceratops skull, discovered just west of Dickinson. Fourteen other full-scale dinosaurs will be a highlight of any day-trip or extended vacation to the area. This 13,400 sq.

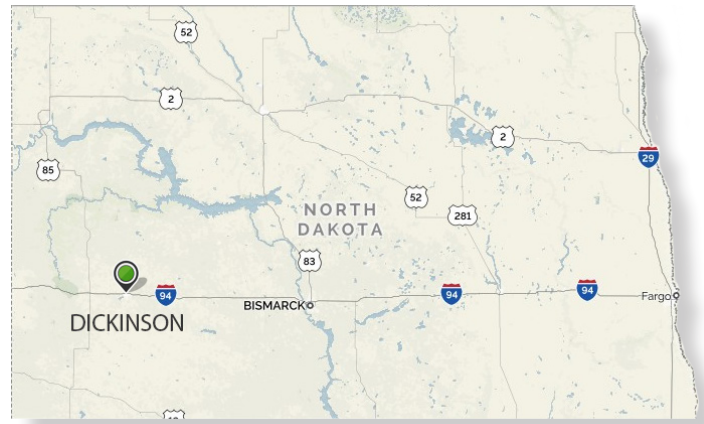


ft. showcase also has an outstanding collection of minerals from around the world. And the collection is expanding. A unique recent find is the remains of two triceratops locked in battle. That exhibit will soon be housed here, and the city plans to make the museum an international tourist destination.

Many come to visit to Dickinson and recreate. The truest pleasure, however, is living here! Through all its growth, Dickinson has retained its small-town feeling. The people are very friendly and welcoming. It recognizes the value of family and social life, with a large base of support for community projects that have resulted in development of outstanding facilities such as the community center and events that keep life exciting and interesting. It's not only a fun place to live, it was awarded the 3rd Happiest Place in North Dakota according to Zippia.com (2016)! That really says something since North Dakota is consistently ranked as the happiest state in the U.S.!

Crime is very low here and excellent health care is available at CHI St. Joseph's Health and Sanford Health. The schools here are wonderful and you can choose from excellent public, Catholic, or non-denominational Christian schools. A nice home can be purchased between \$200,000 and \$300,000. Of course, you can spend a lot more.

So now you know what makes Dickinson so special: the people, incredible relationship between a healthy, thriving economy, and its amazing quality of place and life. We invite you to join us in making Dickinson a world class city! Our ceiling is only as high as we want to make it.



HISTORY

In 1880, Pleasant Valley Siding was the small area where the Northern Pacific Railroad reached a wide valley on the Heart River, halfway between the Missouri River and the Montana Territory border. As railroad construction crews pushed westward, the Siding became a way station.

Wells S. Dickinson oversaw land grants for the North Pacific Railroad, and was one of Pleasant Valley's first visitors in the fall of 1881. Later that fall, his cousin, H.L. Dickinson, visited the prairie outpost. Both saw great opportunities here, and after making their stakes, the town claimed their name. On October 6th, the first post office was established.

Development and growth came quickly to the small town. By the end of 1882, there were almost 100 different buildings of all sizes, shapes and colors spread out along the railroad tracks. Buffalo hunters used the rail depot to ship out bales of hides, and merchants came with their provisions. On May 30, the area was formally organized into the Stark County of the Dakota Territory.

The Dickinson area experienced agricultural as well as business growth throughout the 1880's. Records show that about 1,219 carloads of beef were sent via rail to the Chicago market, which represented about 26,818 head of cattle. This beef was sold for \$1,206,710, and raising stock became recognized as a viable and sound investment in southwest North Dakota.

Dickinson became the regional hub covering area with a 100-mile radius. The large cattle outfits came for their supplies and shipped all of their stock out of the city. At this same time, those in farming realized the potential for hard wheat, and more and more immigrants arrived to raise grain for a living.

Statehood was achieved for North and South Dakota in 1889. From this time onward immigrants arrived from every part of Europe. The new settlers gathered in communities of their own, providing a variety of cultural influences, with most coming to farm the land. By the end of 1910, Dickinson was the center of a golden circle of grain crops. Dairy farms and raising of livestock also continued to grow. The Dickinson Horse Sales Company was one of the largest and best equipped in the country, selling thousands of horses a year, with buyers coming from every state. Dickinson had also become a center for the brick and pottery industry, as well as a shipping point for lignite coal.

By the time Dickinson was 30 years old, it had grown from a shanty town along the railroad tracks into a strong, healthy, bustling city. It had two flour mills, bottling warehouses, hotels and many other businesses. It was a growing metropolis of the plains, and well deserved its title as "Queen City of the Prairies".

From that point forward, growth was steady until, in the early 2000's, when it became feasible to tap the shale oil in the Bakken Formation through oil fracking. Dickinson then found a new industry as it became a center for the oil industry. From 2010 to 2014 the U.S. Census estimates the city's population jumped from 17,787 to 22,322, a 25% increase. Available housing and public services were somewhat strained.

The subsequent decline in oil prices has provided the area with the opportunity to regroup without damaging the community. Fortunately, it has a significant agricultural and manufacturing base and is now the seventh largest city in the state.

CLIMATE

Dickinson has a humid continental climate, with large seasonal temperature differences. The area has warm to hot (and often humid) summers, and cold (sometimes extremely cold) days during the winter season.

The daily average temperature for January, the coldest month, is 24°F for the high, and 6°F for the low. In July, the hottest month, the daily average is 84°F for the high, and 58°F for the low. On average, during the year temperatures reach 100°F for two days, 90°F for 22 days, and drop below 0°F for 32 days.

GEOGRAPHY

Dickinson is the county seat of Stark County and is the principal city of the Dickinson Micropolitan Statistical Area which covers Billings and Stark counties. According

Table 1: Dickinson Demographics

Estimated Population: 22,186			
Distribution by Race		Distribution by Age	
Caucasian	90.7%	0 to 15	20.5%
African American	2.0%	15 to 25	14.8%
Asian	1.8%	25 to 45	30.7%
Native American	0.9%	45 to 65	22.4%
Two or More Races	4.6%	65 to 85	8.8%
Total	100%	Over 85	2.8%
Hispanic (all races)	6.1%		

Educational Achievement (over age 25)	
High School or Higher	90.7%
Bachelor's Degree or Higher	24.7%

Other Statistics	
Median Age-Dickinson	33.7
Median Age-U.S.	37.4
Poverty Rate	7.7%

Source: U.S. Census Bureau

to the United States Census Bureau, the city has a total area of 10 square miles. Dickinson's municipal water supplies come from the nearby Lake Sakakawea to the southwest.

Close destinations to Dickinson include the North Dakota/Montana Border—an hour as you drive due west on I-94. If you continue traveling west, you will be in Billings, MT in 4.5 hours. Traveling east on I-94 for an hour and a half, you will reach Bismarck. Travel another 2.5 hours eastward and you'll be in Fargo, ND. The Dickinson Theodore Roosevelt Regional Airport is served by United Airlines,

offering convenient connections and daily departures to Denver, which then offers worldwide destinations. You can also catch a flight at the Bismarck Municipal Airport, which has five commercial airlines (Delta, United, Frontier, American and Allegiant) and provides direct service to seven destinations—such as Minneapolis, Denver, Las Vegas, Phoenix/Mesa, and Orlando.

DEMOGRAPHICS

See Table 1 for information on Dickinson demographics.

COMMERCE

Very few places in the United States have experienced the up and down economics of western North Dakota over the past few years. The rapid flow of money into the region due to the Bakken Formation Shale Oil caused housing prices to jump and investors kept spending, well past the point at which many locals pulled in the reins. The collapse of the shale oil industry was serious but caused more anxiety elsewhere than in Dickinson/Stark County. Over the years the area has watched grain and cattle prices rise and fall. As a result, they were better prepared than some others. Local wells are among the best in the nation once oil is over \$60/barrel.

The local economy is strong—over \$800 million in taxable purchases and sales were made in the city in 2017 and that is up over \$100 million more than in 2016. Fortunately, the economy is diversified—the shale oil field are north of Dickinson and fluctuations in price and demand do not dramatically impact the city.

As the Stark Development Corporation puts it, “Given our natural surroundings and our mid-continent location, economists are surprised to find successful manufacturers here of wood products (no forests here), baked and par-baked foods (no flour or egg suppliers nearby), water treatment machines (this is one of the driest parts of the US), and steel fabrication (not a foundry in sight).” Other companies make everything from aerospace components to preschool curriculum kits.

Key local companies are TMI Cabinetry, Bakers Boys, Killdeer Mountain Manufacturing (KMM), and Steffes. TMI started in 1969 to provide laminated casework products across the United States. Its campus now includes 150,000 square feet of production space and 30,000 of office space. Its sales topped \$50,000,000 annually in 2008 and continues to grow. It has dealers in all 50 states.

Baker Boys started in 1979 in a 3,000 square foot facility producing 40 cases weekly of frozen dough products. It now operates a 135,000 square foot complex that produces over 70,000 cases of baked goods every week. Its output is high quality bakery items that go to restaurants, school and college meal programs, healthcare operations, in-store bakeries and retail bakeries.

Steffes began in the 1940s as a small manufacturing operation. From 1965 to 1985, it grew into a steel fabrication business, manufacturing replacement snowmobile skis, hopper-bottom storage bins, furniture frames, and a variety of custom designed equipment. Its people were known for their creativity and in the mid-1980's, Steffes produced the first American made electric thermal storage (ETS) heating unit. In 2007, Steffes Corporation entered the oil and gas

industry, and is now nationally recognized for providing manufactured products and technical services in areas such as: flare systems, automation and control systems, treater and separator systems, steel berms, walkways, stair cases, cattle guards, berm walkovers, and various other accessories.

Newer additions to the economy include retail, wholesale and business services which have arrived with the growing population. Health care expansions have included a new \$120 million hospital and a new super clinic. These have increased the diversity and have created a host of good paying jobs.

St. Joseph's Health is the regional medical center for Southwest North Dakota, as it is a Critical Access Hospital with a Level IV Trauma Center. Sanford Health Dickinson Clinic is a comprehensive clinic, uniting several Dickinson clinics under one roof, offering care in a variety of different specialties including Family Practice, Internal Medicine, Podiatry, General Surgery and Pediatric Care.

Dickinson State University is also an important economic driver in the community. In fact, with over 200 staff and more than 2,700 students, it is Dickinson's third largest employer.

THE GOVERNMENT

Dickinson follows the Commission/Manager form of government. The City Commission is nonpartisan and composed of five members. The Commission President and the four Commissioners are elected at-large and serve staggered, four year terms. Elections are held on

the second Tuesday in June of even numbered years and members begin their terms on the fourth Tuesday. All five Commission Members have one vote and the Commission President does not have veto power.

All the Commission Members care about their community and have the best interests of the city at heart. They work well together and have a high regard for the city staff. The Commission has had some turnover in the past few years, primarily due to the incumbents retiring or deciding not to seek re-election. As a result, the Mayor is in his first term as mayor after serving one term on the Commission. A second commissioner is his 18th year and other three are in their first term, one of which took office in June of this year.

The city has one other elected official—the Municipal Judge. The position is part-time and has jurisdiction over traffic fines, infractions, administrative/non-criminal offenses, parking violations, and Class B Misdemeanors written on city codes. Employees of the court are supervised by the Judge while the administrative functions are overseen by the City Attorney.

The Commission appoints a City Administrator. He/she works for the City Commission as a whole to insure their plans and priorities are carried out by city staff. The City Administrator oversees the day to day functions of the city and coordinates the city departments including police, fire, engineering, finance, assessing, public works (including streets, solid waste stormwater, water and sewer), library, and museum. The parks and recreation, airport, and public transit system functions are all overseen by boards and do not report to the City Administrator.

The city's General Fund budget for FY 2018 is \$16.8 million and its total operating budget is \$58.7 million. Overall, the city has approximately 220 full time employees. The largest single group is the Police Department with approximately 60 employees. The staff is very strong and works well together. The departments do not operate in silos as they do in many cities.

As a result of the community's growth, city services and facilities needed to be expanded. City wisely invested in new facilities which were built to last for 40 years and to accommodate growth in the staff that will be needed as Dickinson expands. These buildings include, in addition to the new community center, a new 90,000 square foot public works facility, a new 45,000 square foot public safety facility and a new wastewater treatment plant. No doubt about it. Dickinson is on the move!

THE CHALLENGES AND OPPORTUNITIES

Dickinson is a wonderful community and financially sound. That does not, however, mean it does not have challenges.

First and foremost, almost \$9 million of Dickinson's total \$58.7 million in revenues comes from the state's Oil Impact Fund. That fund was initiated to help western North Dakota cities deal with the rapid growth they faced as a result of the shale oil boom. The cities simply could not keep up with the demands of services new residents were requiring and the fund helped them accommodate that growth. Now, as with any pot of money, others are eying it and the city needs to work diligently to maintain its share. In fact, the first encroachment has already occurred with a portion of



what had gone to Dickinson being allocated to Dickinson State University. Working with the state legislature to protect these monies will be imperative.

Secondly, the population is trending younger and with it, the demand for events and facilities to improve resident's quality of life is growing. While much has been done already, more will be needed in the future. Thus, the city needs to continue to think strategically and plan for those needs that many might otherwise feel are over the horizon.

Thirdly, the new Administrator will be expected to look hard at the city's structure and business practices. Dickinson grew very rapidly and in some areas, the governmental infrastructure has not kept pace. Some paper processes should be automated or otherwise revised. Others are informal and need to be formalized. Some areas may be understaffed while others may be overstaffed. The bottom line is the new Administrator needs to bring a critical eye.

Fourthly, Dickinson is seeking to brand itself, to redevelop its downtown through its Downtown Square effort, and to continue to grow. When the boom occurred, development was somewhat scattered and now a significant amount of infill needs to occur. Planning and leadership will be needed in each of these areas.

THE IDEAL CANDIDATE

Dickinson is seeking for an outstanding leader and manager to improve what is here and take the city to the next level. He/she will not be someone who just works for the Commission, but someone who will partner with them and serve as a trusted advisor. City Commissioners are very engaged and the individual will need to be well-prepared. They are very reasonable but they expect to be informed and to receive the information they need to make good decisions in a timely manner. The Administrator will be achievement oriented and a consensus builder—approachable and easy to talk to while candid and straightforward. He/she will be able to diplomatically speak truth to power and tell the elected officials when something is not a good idea and why.

The administrator will work with the city's elected leadership to create a vision of what the City can be, and then a plan for making it happen including partnering with the Commission to rally the community around that vision and its implementation. He/she will be a strategic thinker—someone who will anticipate the future and continue the city's tradition of placing itself where it can maximize its success.

The City Administrator will be an exceptional manager. He/she will delegate and encourage an environment that inspires growth and creativity. The individual will recognize talent, mentor and coach that talent and be confident enough to step back and let staff members do their jobs. He/she will not be a micromanager, but will prepare staff for the next step in their career growth. The ideal candidate will give assignments, set performance parameters, and

expect results. That said, the administrator will expect to be kept informed and will hold employees accountable. Evaluations of all staff will be regular and on-going. When a problem surfaces, the administrator will act speedily and make the tough decisions. Nothing will be left to fester. At the same time, the individual will not make hasty decisions. Rather, he/she will gather the facts and be deliberate.

Personally, the next City Administrator will be upbeat, friendly, outgoing, intelligent, organized, and positive—someone with a "can do" attitude and one who is visionary yet practical. At the same time, the individual will be very humble and recognize he/she does not have all the answers. They will also know giving others the credit is often the best way to get things done. The individual will be consistent, cheerfully persistent, high energy, and definitely not a bureaucrat. The administrator will be honest and exhibit unquestioned integrity.

The City Administrator will have excellent communications skills, listen carefully, and be comfortable talking to anyone who comes into the office. Dickinson is still a small town and the administrator will be one of the government's faces. Excellent customer service will be very important to the administrator. He/she will lead by example, know how to work with people, and resolve problems in a timely manner. The resident is not always right but does deserve to have his/her concerns heard and for the city to make an effort to resolve them. The Administrator is expected to be one of the city's representatives and be part of the community—not attending every meeting, but involved and making his/her presence known in a meaningful way. He/she will believe strongly in transparency.

The elected officials want the next administrator to take a hard look at current policies, procedures and practices. While respectful of the past, he/ she will always ask if there is a better way to conduct business. “We have always done it this way,” is not an acceptable answer. It may be the best way but that must be demonstrated on the merits, not on past practice. Analytical skills, as well as a knowledge of the application of information technology to optimize processes will be very important.

The individual will be extremely adept at intergovernmental relations, working with other agencies in the region as well as with state and local officials to solve problems. As noted, the city receives a considerable amount of money from the state and, as such, the City Administrator should plan to spend quite a bit of time at the state capital in Bismarck championing the city’s interests. Negotiation skills will be important. The individual will be knowledgeable of grants and other opportunities for external funding.

The ideal candidate will have at least a Bachelor’s Degree in business or public administration or another area related to city management. The best candidates will have at least eight years of experience as a City Administrator or assistant City Administrator and expertise in local government, human resource management, finance and budget, and economic development and redevelopment. Others with strong leadership and management skills and who have reported to a board will be considered.

Lastly, the City is looking for someone who will view Dickinson as a destination and not a stepping stone. Ideally the candidate will follow the lead of past Administrators and stay at least five years and preferably 10.

PRIOR CITY ADMINISTRATORS

The City Administrator position in Dickinson has been very stable since it was established. In fact, the city has only had two administrators and both stayed nine years. The most recent left in May to become a Deputy Commissioner in the North Dakota Department of Commerce.

COMPENSATION

The hiring salary range is \$110,000 to \$150,000 and the actual salary will depend on qualifications and experience. Benefits are excellent. The city offers a combined contribution retirement program where the city and the employee both contribute 5% of the employee’s salary.

RESIDENCY

Residency in the city is preferred but not required. In reality, why would anyone want to live anywhere else?

HOW TO APPLY

E-mail your resume to Recruit43@cb-asso.com by August 3rd. Questions should be directed to Colin Baenziger at (561) 707-3537 or Lynelle Klein at (425) 658-7025.

THE PROCESS

Applications will be screened between August 4th and September 4th. Finalists will be selected on September 11th. Interviews will be held on September 20th and 21st with a selection made shortly thereafter.

OTHER IMPORTANT INFORMATION

The city of Dickinson is an Equal Opportunity Employer and encourages women, minorities and veterans to apply.

ADDITIONAL INFORMATION

For additional information about the city, visit:

<http://www.dickinsongov.com/>

<http://www.starkdev.com/about-us/>

<http://www.dickinsonnd.com/>

<https://www.visitdickinson.com/>

<http://www.dickinsonchamber.org/>

