

Local Government Management Fellowship Program
Vermillion, South Dakota

The City of Vermillion (population 10,572) is located in southeastern South Dakota. Our community is 30 miles from Sioux City, Iowa and 60 miles from Sioux Falls, South Dakota. Vermillion is home to the University of South Dakota (USD), a comprehensive liberal arts institution offering the State's only law and medical school, an accredited business school, a NCAA Division I Athletics program, and many more attributes not typically found in a community of 10,000.

Vermillion is the arts and cultural capital of South Dakota and possesses many unique restaurant offerings, the world renowned National Music Museum, and excellent theater offerings provided by the University of South Dakota, the Vermillion High School, and the Vermillion Community Theater. Vermillion also boasts being located only 10-miles from the Missouri National Recreational River which consists of two free flowing stretches of the Missouri River.

A Local Government Management Fellowship Program will offer several unique opportunities. The City of Vermillion is a full-service community offering experience in a variety of categories.

1. What are some of the attainable goals established for the Fellow?
 - a. The opportunity to participate in and manage projects for a municipal government.
 - b. Development of skills and knowledge that a local government manager needs to better serve a community.
 - c. Introduction to, knowledge of, and understanding of how a full-service municipal government operates.

2. Generally, how will the fellow's experience be structured?
 - a. Work alongside the City Manager to run the organization.
 - b. Work with all City Departments in a variety of areas, e.g. personnel, budget, organization.
 - c. Provide opportunity to serve with committees, e.g. Planning and Zoning.
 - d. Attend and present at City Council meetings.
 - e. Attend and present at Department Head meetings.

3. How will the Fellow gain experience to human resources management, intergenerationality, or diversity?
 - a. The Fellow, with oversight from the City Manager, the appropriate Department Head, and the Administrative Assistant, will have the opportunity to coordinate the recruitment, selection and hiring of open positions.
 - b. The Fellow will plan and coordinate management team training for Department Heads and lead supervisors.
 - c. The Fellow will have the chance to look at department structure and integration of new employees and possibly new supervisors with a number of staff preparing for retirement and how to maintain their knowledge base yet integrate new ideas and create effective working relationships.

4. What does the City hope the Fellow will understand about local government and public management by the end of the program?
 - a. Understanding of how local government operates from the ground up.

- b. An appreciation of the many different aspects and considerations that are involved in local government policy development and operations.
5. Description of potential Local Government Involvement by the Fellow:
 - a. The Fellow will have the opportunity to experience the organization in a hands-on approach from a management perspective.
 - b. The Fellow will work with the City Manager, City Council, Department Heads, and City employees to enhance the organization and the community.
 - c. The Fellow will be a member of the management team and work to implement policy and facilitate organizational support.
 6. With which specific Departments' initiatives/projects would the Fellow be involved?
 - a. Assist the City Manager and City Engineer with staff liaison duties as a comprehensive plan update is completed and adopted.
 - b. Develop the 2018 budget from the initial Department Head submission to City Council presentation and adoption.
 - c. Work with the Park & Recreation Department on addressing operational issues as the new City swimming pool opens in June.
 - d. Review and update the sign ordinance to reflect changes brought about by recent court decisions.
 - e. Develop and implement a new City website to enhance communications.
 - f. Develop and carryout an employee satisfaction survey.
 - g. Develop a citizen satisfaction survey that could be administered on a regular basis.
 7. Which staff would the Fellow work with and would be their relationship?
 - a. The Fellow will work with Department Heads across the organization as part of the management team.
 - b. The Fellow would work with the Administrative Assistant, City Manager, and University intern to comprise the City Manager's office.
 - c. The Fellow will help to supervise and assign projects to University interns.
 - d. The Fellow would work with the Finance Officer for budgetary projects.
 - e. The Fellow would work with the City Engineer for planning and zoning projects.
 8. What sort of rotation would you provide to the Fellow and what added value would it offer to the Fellow's experience?
 - a. The Fellow will be housed in the City Manager's office but will work with every Department throughout the organization. This will provide the Fellow experience in interdepartmental relations, management, diversity, and human resources.
 - b. The Fellow will attend and present at noon City Council meetings and evening City Council meetings every first and third Monday each month, which will provide the experience of local government and community interactions.
 9. What other resources/opportunities would you provide that would maximize the Fellow's exposure to local government and your time with the Fellow?
 - a. Participation in the South Dakota City/County Management Association, including conferences and meetings.
 - b. Participation at South Dakota Municipal League trainings and meetings as appropriate.
 - c. Attendance at GOSCOMA conference in late April if the Fellowship has started.

- d. The opportunity to interact with a variety of other governmental organizations such as Clay County, Joint Powers Board, and Regional Planning District.
- e. Attendance at the annual ICMA Conference.