



The City of Liberty Lake, Washington
City Administrator

Updated: September 14, 2021

MISSION:

- To serve with integrity
- To partner with residents and businesses
- To preserve quality of life, economic vitality & sense of community.

COMMUNITY VISION: We are a thriving and welcoming community known for our outstanding volunteers, schools, and businesses. We are proud of our abundant parks, trails, summer events, and farmers market. And we are most proud of what makes Liberty Lake truly shine – our people.

JOB TITLE: City Administrator

STATUS: Exempt (FLSA): Salary, Not Eligible for Overtime

DIRECT REPORTS: Directors and Managers

REPORTS TO: Mayor and City Council

ROLE SUMMARY: The City Administrator, under the direction, supervision and authority of the Mayor, is the executive officer and liaison officer for the City. This position directs the administration of city government functions and services, and provides leadership in the long and short term goals of the city. Typically makes recommendations to the Mayor and Council for action. This appointment will be made in accordance with the Liberty Lake Municipal Code. The City Administrator is an at-will employee and serves at the pleasure of the Mayor. The appointment must be confirmed by a majority of the City Council.

The following description outlines the role and its alignment with The City of Liberty Lake's Mission, Vision and Values.

These lists contain the essential job duties, functions and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned:

COMPETENCIES:

- I. Professional / Inter-Personal Communications: Providing information to supervisors and employees by telephone, in written form, e-mail, or in person.
- II. English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- III. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, 10-key, managing files and records, designing forms, and other office procedures and terminology.

RESPONSIBILITIES & DUTIES:

(Note: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.)

- A. Under the direction and supervision of the Mayor, the City Administrator manages, coordinates, formulates and monitors internal operating policies that facilitate achieving efficient and fair delivery of services for the City of Liberty Lake.
- B. The City Administrator must coordinate and direct various city departments.
- C. In conjunction with the Mayor and Finance Director, the City Administrator must prepare and submit the annual budget for the City of Liberty Lake.
- D. The Administrator is responsible for all purchases and expenditures by city offices, departments, commissions and boards in carrying out the requirements of City ordinances, resolutions and policies of the City Council.
- E. This position is the primary contact for the news media for the City.

- F. The City Administrator is expected to participate in the community activities and to attend many morning, noon and night meetings, both in the City and in the surrounding community.
- G. Is expected to attend all Board and Commission meetings as well as organizing and attending City Council and Council committee meetings.
- H. The City Administrator assists the Mayor generally in conducting the city's business in all matters and performs such other duties and assumes such other responsibilities as the Mayor may direct.
- I. Will have contact with citizens, personnel of all departments and divisions, the business community, neighborhood organizations and City council members.
- J. May be involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others.
- K. The City Administrator should have skills in conflict resolution as well as labor negotiations and contract interpretation.
- L. Interaction with management professionals of other agencies and jurisdictions is encouraged to keep current on trends and new developments in the field of municipal management.

MINIMUM QUALIFICATIONS:

[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below.]

Preferred Experience:

- I. The City Administrator must have a working knowledge of the functions and processes of City government, preferably having prior experience as a City Administrator, Assistant City Administrator, Public Works Director or a Director of related field operations in a comparable city or county.
- II. Must have a thorough knowledge of municipal, state and federal laws as well as understanding municipal organization structures and issues.
- III. Must be able to manage, coordinate and direct activities of the various departments in the City of Liberty Lake, providing leadership to four or more department heads and effective negotiation abilities with one labor union.
- IV. Must have the ability to establish and maintain effective working relationships with coworkers, other agencies and the public.
- V. Must have the mental and physical ability to endure a demanding, high stress position.

Required Credentials:

- A. The City Administrator must have a bachelor's degree from an accredited university in business, finance, public administration, business management or a closely related field. A masters degree is preferred.
- B. Must have at least 5 to 7 years city or county governmental managerial experience which includes responsibilities for operations, budgeting and managing personnel with a desired emphasis on Public Works, Public Work Projects, Economic Development, and Capitol Facilities Planning.
- C. Must have a working knowledge of government finance with proven experience in administering budgets and must also possess high level communication skills.
- D. Must possess a valid driver's license.
- E. Must be able to successfully withstand an extensive background check.
- F. ICMA Management certification preferred but not required.

Required Expertise & Skills:

- A. Ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.
- B. Computer literacy and experience with Microsoft office programs including Word, Excel, Outlook, etc. Knowledge and experience in use of Microsoft Publisher and Adobe Professional desirable.
- C. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

PHYSICAL DEMANDS & WORK ENVIRONMENT

[Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

- I. While performing the duties of this job, an employee is regularly required to sit, talk or hear, in person, in meetings and by telephone or computer.
- II. Use hands to fingers, handle, feel or operate standard office equipment; and reach with hands and arms.
- III. The employee is frequently required to walk and stand.
- IV. Works under typical office conditions, and the noise level is usually quiet.

EEO STATEMENT

The City of Liberty Lake is an Equal Opportunity Employer. The City of Liberty Lake does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

STATEMENT OF INTENTION AND ACKNOWLEDGEMENT:

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills of the personnel in this position.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately if I am unable to fulfill any or all the duties as outlined above.

I understand that the City of Liberty Lake reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Incumbent Signature: _____

Date: _____

Print name: _____