

Washington

CITY ADMINISTRATOR

\$126,033 - \$141,933

Plus Excellent Benefits

Apply by

May 1, 2022

(First Review, Open Until Filled)

PROTHMAN



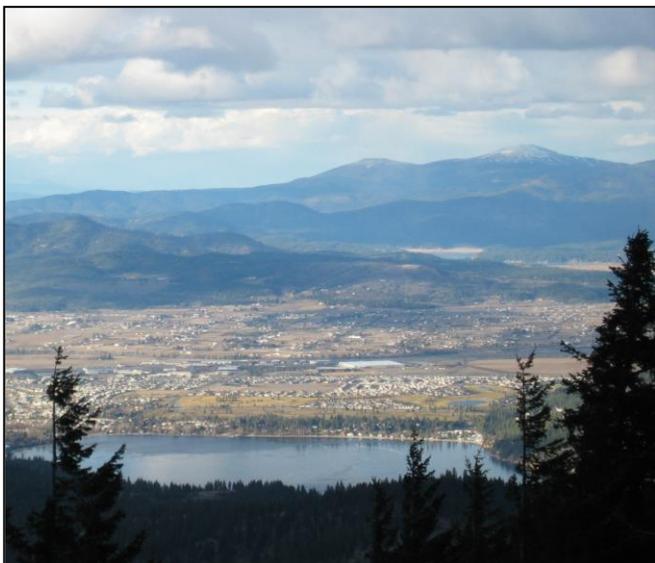
THE COMMUNITY



Located just over a mile west of the Washington-Idaho border in the heart of the Inland Northwest, Liberty Lake is approximately 16 miles east of Spokane and 16 miles west of Coeur d’Alene, Idaho. Liberty Lake is home to over 12,000 residents and is experiencing rapid growth. The City’s estimated build out will occur when the city reaches around 18,000 residents. Liberty Lake is a safe, family-friendly and engaged community that offers great civic pride, quality recreational and educational opportunities, abundant trails and green space, and many golf courses.

The lake of which the City is named after was made through glacial activity and is surrounded by hills on three sides, which offer stunning panoramic views. With all four seasons represented, the region has an abundance of recreational activities including five distinct ski resorts within one and one-half hours’ drive, 75 lakes within an hour’s drive, many hiking and biking trails and abundant golfing opportunities to enjoy.

Liberty Lake’s numerous community volunteers support special events and many family-focused activities each year for residents and visitors to enjoy. From bike rides and a Farmers Market to the 4th of July celebrations and Movies in the Park, there are many activities for enjoyment and relaxation for every age group.



In addition to recreation and relaxation, Liberty Lake is known as a family and business friendly community. The City’s business environment supports a diverse, sustainable, and financially secure economic base, and the city is fortunate to be home to many cutting-edge technology companies that include Itron, f5, Open Eye, 2nd Watch, Tier-Point, Altek and other progressive companies.

THE CITY

Incorporated in 2001, Liberty Lake operates with a strong Mayor/Council form of government with seven officials elected at large, serving staggered four-year terms. The City provides Policing, Library, Planning, Building, and Engineering, Park Operation and Maintenance, and Street Operation Maintenance services. Liberty Lake operates with 71 FTEs on a 2022 budget that has approved expenditures totaling \$33 million.

The City also owns and operates the Trailhead municipal golf course and helps facilitate countless community events throughout the year, and is well known for being a very active and attractive community with outstanding public amenities. Liberty Lake enjoys strong and positive relations with neighboring jurisdiction and the Greater Spokane Economic Development consortium and transit authority.

THE POSITION

Under the direction and authority of the Mayor, the City Administrator 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. This position makes recommendations to the Mayor and Council for action, and manages, coordinates, formulates, and monitors internal operating policies that facilitate achieving efficient and fair delivery of services for the City of Liberty Lake.

The City Administrator coordinates and directs various city departments, 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, and is the primary contact for the news media for the City. In conjunction with the Mayor and Finance Director, the City Administrator also prepares and submits the annual budget for the City of Liberty Lake.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#).

IDEAL CANDIDATE

Education & Experience:

- A bachelor's degree from an accredited university in business, finance, public administration, business management or a closely related field is required. A master's degree is preferred.
- Five (5) to seven (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 Capital Facilities Planning is required.
- Must possess a valid driver's license.
- Must be able to pass an extensive background check.
- ICMA Management certification preferred but not required.

Necessary Knowledge, Skills & Abilities:

- A working knowledge of government finance with proven experience in administering budgets.
- Experience as a City Administrator/Manager or Deputy, and knowledge of or experience with managing public works projects, a public library, and a police department.
- Skill handling stressful situations, including the ability to greet and respond to customers in a friendly, pleasant, and professional manner using appropriate inflection, grammar and syntax, and maintain a professional, courteous, and pleasant demeanor in difficult situations. The ability to manage difficult public meetings, and direct experience in media and public relations is a plus.

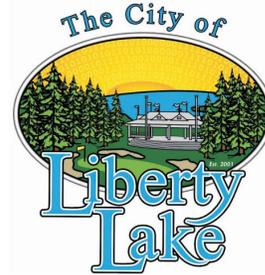
- Knowledge of utility companies, and the ability to "speak their language."
- The selected candidate will have excellent oral and written communication skills, and encourage open communication, trust and integrity. This person will act as the mayor's critical thought partner.
- The new City Administrator will be a good listener and interacts with personnel throughout the organization.
- The ability to effectively meet and deal with the public. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.
- The selected candidate must be prepared for Liberty Lake's rapid growth and have experience in managing services and organization alignment in the delivery of City services.
- The ideal candidate will be a manager who has exceptional skills working with City Council, both individually and as a legislative body. This person will foster team building, trust, mutual respect, and cooperation.
- The ideal candidate will have a proven track record for delivering results while creating a positive and productive work environment characterized by collaboration and teamwork.
- Skill as a creative problem solver and facilitator who values and often takes a team approach.
- The ideal candidate will value and trust staff's expert opinions and be interested in helping staff grow through training.
- 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.



COMPENSATION & BENEFITS

- **\$126,033 - \$141,933 DOQ**
- Medical, dental, and vision insurance.
- Life and Long-term disability insurance.
- Employee assistance program.
- \$3,000 annual VEBA deposit.
- Washington PERS.
- 401(a).
- Optional 457 deferred compensation.
- Negotiated vacation.
- Negotiated sick leave.
- 11 paid holidays and 4 floating holidays.
- The City of Liberty Lakes does not contribute to Social Security.

To learn more about the
City of Liberty Lake, please visit:
www.libertylakewa.gov



The City of Liberty Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 1, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "City of Liberty Lake, WA – City Administrator", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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