

Washington

## IT MANAGER

**\$101,000 - \$110,000**

*Plus Excellent Benefits*

*Apply by*

**October 12, 2025**

*(Applications Reviewed as Submitted, 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 14,000 residents and is experiencing rapid growth, with the population expected to hit 21,000 by 2035. 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, Community Development, Parks and Recreation, and Public Works services. Liberty Lake operates with 92 FTEs on a 2025 budget that has approved expenditures totaling \$35 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 DEPARTMENT & POSITION

The Finance and Administrative Services Department has 6 FTEs. In addition to providing IT and cybersecurity services, the Finance and Administrative Services department also provides: Budget Development and Implementation, AP/AR, Payroll, HR, Purchasing, Records Management, Financial Reporting and Risk Management.

Under the direction of the Finance Director, the IT Manager oversees the operation of the City's IT network, including both software and hardware, and ensures seamless connectivity across departments and divisions. The position is responsible for both short- and long-term planning to maintain a secure, reliable, and resilient network and cybersecurity infrastructure. The IT Manager ensures that City employees receive high-quality support and services for all network and desktop systems. In addition, this role performs a wide range of complex administrative, technical, and professional duties related to the coordination, planning, organization, and delivery of the City's information systems.



## UPCOMING PRIORITIES

The City of Liberty Lake is nearing completion of a master facilities plan that will lay the foundation for the space needed to continue to provide responsive and efficient service to residents. This may result in departments relocating to spaces that will need IT infrastructure built to accommodate their long-term needs. The City of Liberty Lake is currently partnering with a 3<sup>rd</sup> party IT service to manage day-to-day and long-term IT infrastructure needs. The City's goal is to bring in the right person to take ownership of the comprehensive IT and cybersecurity function.



## THE IDEAL CANDIDATE

### Education & Experience

- Graduation from an accredited four-year college or university with a degree in computer science, information technology, business or a closely related field.
- Five (5) years of progressively responsible work experience in the management of information systems or similar services, including two (2) years supervising computer or information technology functions and operations.
- A combination of technical experience and/or professional training and certifications that provides the necessary knowledge, skills and abilities to perform the duties will be considered.
- A Master's degree in a closely related field may substitute for the required experience on a year for year basis.
- Relevant Microsoft role-based certifications (Azure Administrator Associate, Microsoft 365 Administrator Expert, or Azure Solutions Architect Expert) in line with MCSE certification track.
- Possession of a valid driver's license.

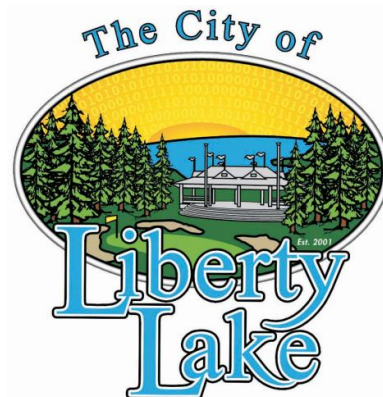
**Necessary Knowledge, Skills, and Abilities:**

- Ability to assess software training needs and establish and maintain effective training programs.
- Ability to communicate effectively, both orally and in writing, IT related information to a variety of audiences of differing technological expertise.
- Knowledge of information systems and resource management in a LAN/WAN environment, including Internet, e-commerce, and public sector applications.
- Knowledge of networking architecture, management methodologies, protocols, and techniques.
- Knowledge of data, voice, and wired/wireless IT equipment, peripherals, and multiple platforms.
- Knowledge of operating systems including DOS, MS Windows, UNIX, and Linux, as well as integrated financial systems.
- Knowledge of programming languages, relational database design, and fundamental programming theories.
- Skill in the use of TCP/IP, spreadsheets, word processing, database applications, and other IT tools.
- Knowledge of project management principles and practices for information technology services.
- Advanced skill in the use, installation, and maintenance of computer hardware, software, and network systems.
- Ability to research, analyze, and evaluate new technologies, conduct cost-benefit analyses, and integrate solutions with existing systems.
- Ability to plan, manage, and implement complex, multi-phase IT projects.
- Strong customer service skills with the ability to build effective relationships, respond professionally under pressure, and maintain a courteous, solution-oriented approach.

**COMPENSATION & BENEFITS**

- **\$101,000 - \$110,000 DOQ**
- Medical, dental, and vision insurance.
- Life and Long-term disability insurance.
- Employee assistance program.
- \$1650/individual or \$3,300/family annual VE-BA deposit.
- Washington PERS.
- 401(a).
- Optional 457 deferred compensation.
- 4 hours of vacation accrue semi-monthly.
- 40 hours of sick leave frontloaded upon hire. After 6 months, 4 hours of sick leave accrue semi-monthly.
- 12 paid holidays and 4 floating holidays. Floating holidays are prorated upon hire.
- The City of Liberty Lake does not contribute to Social Security.

**To learn more about the  
City of Liberty Lake, please visit:  
[www.libertylakewa.gov](http://www.libertylakewa.gov)**



The City of Liberty Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 12, 2025** (Applications Reviewed as Submitted, Open Until Filled). Applications, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**City of Liberty Lake, WA – IT Manager**", and click "**Apply Online**", or click [here](#). Resumes and cover letters can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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