



The City of Liberty Lake, Washington Director of Community Development

Updated: January 21, 2026

VISION: TOGETHER, we make a welcoming and flourishing community, united by the pursuit of enriching the quality of life for every resident, planning growth that respects our natural environment, and promoting a vibrant economy.

STRATEGIC PRIORITIES: Quality of Life & Connectedness; Public Safety & Well-being; Economic Vitality & Opportunity; Planned Growth & Infrastructure; and Public Service Excellence

JOB TITLE: Director of Community Development

STATUS: Exempt (FLSA); Salaried & Ineligible for Overtime

DIRECT REPORTS: Community Development Staff

REPORTS TO: City Administrator

DEPARTMENT: Community Development

ROLE SUMMARY: The Director of Community Development plans, supervises, and coordinates professional engineering and planning work in support of a wide range of complex projects for the City: serves as a Director of more complex planning, development and or capital projects engineering projects; directs the work of subordinate and consulting professional and technical engineering staff; responsible for the administration and supervision of Planning and Engineering Departments.

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:

- ❖ Professional / Inter-Personal Communications: Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- ❖ English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ❖ Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, 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. Strategic Planning and Visioning: Develop and implement long-term community development strategies, including master plans for land use, economic revitalization, and sustainable growth. Conduct needs assessments and set measurable goals aligned with city priorities.
- B. Representation and Advisory: Advise the City Administrator, Mayor, City Council, and other officials on community development matters. Represent the department and city at public events, professional meetings, boards/commissions, regional committees, and media interactions to communicate vital information about city priorities, codes, and policies.
- C. Stakeholder Collaboration and Engagement: Build partnerships with government agencies, businesses, developers, community groups, and other stakeholders. Facilitate public meetings, workshops, and outreach to gather input and foster community buy-in for city initiatives.
- D. Policy Development and Advocacy: Recommend and draft policies related to zoning, permitting, economic development, and community standards. Advocate for funding and resources at local, state, and federal levels, including grant writing and lobbying efforts.

- E. Budget and Resource Management: Prepare and manage departmental budgets, allocate resources efficiently, and monitor departmental performance within the city's priority-based budgeting system. Identify and pursue funding opportunities through grants, public-private partnerships, and other sources to support city initiatives.
- F. Economic Development: Collaborate on strategies to promote economic vibrancy, business retention & expansion, and redevelopment. Coordinate with other city departments to develop and implement projects that enhance the city's quality of life, economic vibrancy, and infrastructure.
- G. Compliance and Regulatory Oversight: Ensure all development activities comply with local, state, and federal regulations, including environmental standards, building codes, and fair housing laws. Oversee code enforcement permitting processes and resolve compliance issues.
- H. Data Analysis and Reporting: Collect and analyze data on a variety of demographic, economic, land-use, and level of service metrics. Prepare reports, dashboards, and presentations for leadership, boards, or the public to demonstrate progress and inform decision-making.
- I. Resilience Planning and Response: Work collaboratively with other city departments, regional stakeholders, boards, and community groups to develop resilience strategies that meet the city's emergency management and continuity of operations priorities. Assist in developing response plans and coordinating recovery efforts for emergencies and disasters.
- J. Team Leadership and Development: Recruit, train, and mentor staff within the department. Promote a collaborative work environment and ensure professional development opportunities to build a high-performing team.

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.]

Required Experience:

- ❖ Minimum of five (5) years of increasingly responsible professional management experience in planning, economic development, housing, engineering, or real-estate development.

Required Credentials:

- ❖ Graduation from an accredited four-year (4) college or university with a degree in urban/regional planning, architecture, engineering, economics or closely related field.

Required Expertise & Skills:

- Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.
- Critical Thinking, Sound Professional Judgment and Decision Making: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Excellent Communication Skills (Written & Verbal): Communicating effectively as appropriate for the needs of the audience.
- Delivers and models the highest level of external (and internal) customer service with all stakeholder interactions.
- Computers and Electronics: Intermediate working knowledge and skill operating technology/computer-based work programs/software commonly used within professional settings.
- Time Management: Managing one's own time and the time of others.
- Service Orientation: Actively looking for ways to help people.

MENTAL & OTHER SKILLS/ABILITIES: For an employee to succeed in this position they must have:

- I. Adaptability: ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- II. Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- III. Attendance: ability to consistently arrive and be able to work as scheduled.
- IV. Computer/Technical Ability: working knowledge of:
 - a. Word Processing software
 - b. Spreadsheet software
 - c. Internet software
- V. Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- VI. Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- VII. Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- VIII. Language Ability:
 - a. High Ability: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- IX. Mathematical Ability:
 - a. Intermediate Ability: ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- X. Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
- XI. Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- XII. Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.

XIII. Reasoning Ability:

- a. High Ability: ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

XIV. Supervisory Skills: ability to carry out supervisory responsibilities in accordance with the Company's policies and applicable laws. Applicable supervisory responsibilities include

- a. interviewing, hiring, training, and coaching employees
- b. planning, assigning and directing work
- c. reviewing performance
- d. appraising/disciplining employees when necessary
- e. addressing complaints and questions and resolving problems

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.]

This position is an office environment-based role, there are no specific or unusual physical or environmental demands regularly required of the incumbent outside of a professional office environment. Frequent and continuous physical activities required include: Sitting, typing, writing, hearing, listening, talking, bending, stooping, and lifting up to 25 pounds. This role is mostly protected from weather conditions or contaminants, but not necessarily from the occasional temperature fluctuation.

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.

Employee Signature: _____ Date: _____

Print name: _____