

Washington

COMMUNITY DEVELOPMENT DIRECTOR

\$127,014 - \$151,793

Plus Excellent Benefits

*Apply by
March 1, 2026
(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 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 105 FTEs and 8 PTEs on a 2026 budget that has approved expenditures totaling \$32,843,745.

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

Operating with a 2026 budget of \$1,973,930 and 11 FTEs including the Director, the [Community Development Department](#) is responsible for planning, engineering, and permitting functions that guide growth and development. The department administers land use planning and development regulations, oversees building and development permitting, and provides engineering services for city streets and infrastructure. In addition, the department manages city capital projects and administers activities within the public right-of-way, ensuring that public investments and private development meet adopted standards for safety, functionality, and long-term maintenance.



Reporting to the City Administrator, the Director of Community Development plans, supervises, and coordinates professional engineering and planning work in support of complex projects for the City. The Director provides executive direction for planning, development, and capital engineering initiatives, oversees the work of subordinate and consulting professional and technical staff, and is accountable for the administration and supervision of the Community Development Department.

The Director functions as the City's senior authority for zoning administration; long-range land use, infrastructure, and transportation planning; development code administration, and regulatory oversight. The role provides executive-level advisory support to elected officials and executive leadership, represents the city in public and intergovernmental settings, and ensures regulatory compliance across development activities. The Director is accountable for departmental governance, including budgeting in a priority-based budgeting framework, performance management, staff development, and external funding, and advances economic development, redevelopment, and resilience initiatives supporting long-term community sustainability.



UPCOMING PRIORITIES

The department is completing the city's periodic comprehensive plan update, which must be adopted by December 31, 2026. Following the completion of the comprehensive plan update, the department will be embarking on an across-the-board update of the city's development code. The city is also in the process of reviewing multiple large projects that will reshape the landscape and character of the city's commercial sector. The incoming Director will be responsible for overseeing all these efforts, as well as providing leadership for developing a new economic development strategy.

THE IDEAL CANDIDATE

Education & Experience

- Graduation from an accredited four-year (4) college or university with a degree in urban/regional planning, architecture, engineering, economics or closely related field.
- A minimum of five (5) years of increasingly responsible professional management experience in planning, economic development, housing, engineering, or real-estate development.



Necessary Knowledge, Skills, and Abilities:

- Management of personnel resources, including motivating, developing, directing, hiring, training, coaching, evaluating, and, when necessary, disciplining employees in accordance with policy and law.
- Critical thinking, sound professional judgment, and decision-making skills to evaluate alternatives, assess costs and benefits, and select effective, timely solutions.
- Excellent written and verbal communication skills, including the ability to prepare reports, correspondence, and procedures, and present information clearly to diverse audiences.
- Demonstrated commitment to delivering and modeling exceptional internal and external customer service across all stakeholder interactions.
- Intermediate computer and technical proficiency, including effective use of word processing, spreadsheet, internet, and other standard professional software applications.
- Strong time management and organizational skills, with the ability to manage competing demands, prioritize work, and meet deadlines consistently.
- Adaptability and analytical ability to respond effectively to change, synthesize complex information, conduct research, and apply experience and data to new situations.
- Dependability, attendance, and accountability, including following written and verbal instructions, responding to management direction, and reliably completing work as scheduled.
- Interpersonal and service orientation skills, including cultural awareness, sensitivity to diverse populations, and the ability to build and maintain effective working relationships.

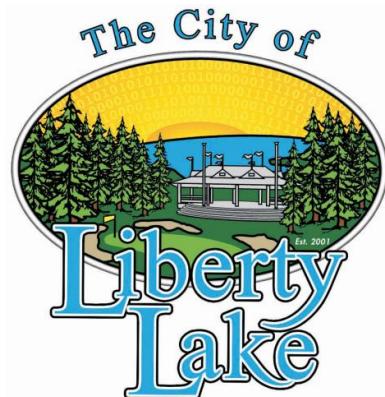
The City of Liberty Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2026** (Applications Reviewed as Submitted, Open Until Filled). Applications, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**City of Liberty Lake, WA – Community Development Director**", and click "**Apply Online**", or click [here](#). Resumes and cover letters can be uploaded once you have logged in.

COMPENSATION & BENEFITS

- **\$127,014 - \$151,793 DOQ**
- Medical, dental, and vision insurance.
- Life and Long-term disability insurance.
- Employee assistance program.
- \$1700/individual or \$3,400/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



www.prothman.com

206.368.0050