

**RESOLUTION NO. 12-155  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,  
WASHINGTON ADOPTING AN AMENDED JOB DESCRIPTION FOR THE POSITION  
OF CITY ADMINISTRATOR**

WHEREAS, the City of Liberty Lake has established the position of City Administrator;

WHEREAS, Section 3 of Ordinance No. 35 specifies that the Mayor and City Council shall confer to establish qualifications for the position of City Administrator with such qualifications approved by Resolution of the Council;

WHEREAS, Resolution No. 01-028 established a job description for the position of City Administrator on August 14, 2001;

WHEREAS, in order to attract and employ the most qualified individual to serve as City Administrator for the City of Liberty Lake, the City Council is desirous of adopting a revised job description which sets forth, in part, the qualifications, education and experience currently required of applicants for this position;

WHEREAS, the Mayor and City Council find that the attached job description serves the best interest of the City.


NOW, THEREFORE, be it Resolved by the City Council of the City of Liberty Lake, Washington, as follows:

Section 1. City Administrator Job Description. The City Council adopts the attached job qualifications and description for the position of City Administrator. The City Council finds the job description will assist the City in employing an individual on the basis of ability, education and training or experience to perform the duties of this position. The Mayor and Council reserve the right to waive any job qualification to serve the interests of the City.


Section 2. Employee. Employee shall exercise his/her best efforts and due diligence in order to perform the duties of the office or employment which are set forth in the job description and City Ordinance.

Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Liberty Lake City Council.

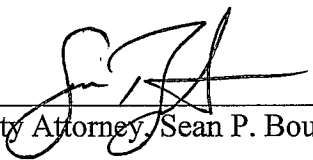
PASSED by the City Council this 7<sup>th</sup> day of February, 2012.

  
\_\_\_\_\_  
Mayor, Steve Peterson

ATTEST:

  
\_\_\_\_\_  
City Clerk, Ann Swenson

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney, Sean P. Boutz

**JOB DESCRIPTION**  
**City of Liberty Lake**  
**CITY ADMINISTRATOR**

**DEFINITION:** 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 is a non-union, exempt position.

**JOB LOCATION:** Primarily located in City Hall as well as in and around the City of Liberty Lake. Represents the Mayor as needed.

**ESSENTIAL FUNCTIONS OF THE JOB:** 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. The City Administrator must coordinate and direct various city departments. In conjunction with the Mayor and Finance Director, he or she must prepare and submit the annual budget for the City of Liberty Lake. 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. This position is the primary contact for the news media for the City. 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. Is expected to attend all Board and Commission meetings as well as organizing and attending City Council and Council committee meetings.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:** 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. He/she has contact with citizens, personnel of all departments and divisions, the business community, neighborhood organizations and City council members. This person may be involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others. This person should have skills in conflict resolution as well as labor negotiations and contract interpretation. 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.

**REQUIRED KNOWLEDGE AND ABILITIES:** 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. He or she 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. Must have a thorough knowledge of municipal, state and federal laws as well as understanding municipal organization structures and issues. Must have the ability to establish and maintain effective working relationships with coworkers, other agencies and the public. Must have the mental and physical ability to endure a demanding, high stress position.

**QUALIFICATIONS:** 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. 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. This person must have a working knowledge of government finance with proven experience in administering budgets and must also possess high level communication skills. Must possess or be able to maintain a Washington State driver's license. Must be able to successfully withstand an extensive background check.

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 City of Liberty Lake will have a residency requirement for this position which is currently under review.

## CERTIFICATION

I, the undersigned City Clerk of the City of Liberty Lake, of Spokane County, Washington, HEREBY CERTIFY that the foregoing Resolution is a full, true and correct copy of Resolution No. 12-155 duly adopted at a regular meeting of the City Council of said City, duly and regularly held at the regular meeting placed thereof on February 7, 2012 of which meeting all members of said City Council had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote: unanimous, 7-0.


AYES, and in favor thereof: Mayor Pro Tem Langford, and Council Members: Kaminskis, Beckett, Schuler, Kopelson, Brickner, and Dunne

NAYS: None.

ABSENT: None.

ASTAINED: None.

CITY OF LIBERTY LAKE

  
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CITY CLERK