

Washington

## PUBLIC WORKS DIRECTOR

**\$113,362 - \$127,665**

*Plus Excellent Benefits*

*Apply by*

**March 24, 2024**

*(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 13,000 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, Planning, Building, and Engineering, Park Operation and Maintenance, and Street Operation Maintenance services. Liberty Lake operates with 84 FTEs on a 2024 budget that has approved expenditures totaling \$24 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**

Programming, preserving, and maintaining the public infrastructure for a rapidly growing city is both challenging and filled with exciting opportunities. The Public Works Department is committed to maintaining and enhancing the City’s trails, parks, streets and storm water systems. The department also manages the city’s capital projects and keeps buildings in working order. The Public Works Department has a budget of \$5,550,000 and 14 FTE.

Under the direction of the City Administrator, the Director of Public Works is responsible for planning, organizing, and directing the city’s service delivery in a variety of programs, including facility maintenance, street maintenance, storm drainage maintenance, trail maintenance, fleet maintenance, mowing, and snow removal, as well as the annual programming and implementation of the capital facilities plan. To view a full job description please view the attachment found [here](#).



**OPPORTUNITIES & PRIORITIES**

**Opportunities:**

**Establishing department culture:** Public Works is a newly constituted department in 2024. The incoming director will play an instrumental role in establishing the organizational culture centered on pursuing the city’s vision and achieving the key results outlined in the strategic plan.

**Implement priority-based budgeting:** Liberty Lake is implementing a priority-based budgeting system in 2024. The incoming director will partner with fellow executive team members to lead the city’s transition from an outmoded incremental budgeting model to a priority-based approach. Creating the new budgeting model will provide the Public Works Director with a great opportunity to link the department’s strategic priorities and key results directly with budget allocations.



**Upcoming Priorities:**

**Facilities Master Plan:** Liberty Lake is expected to reach build out in 2035. The city currently owns and operates the city hall campus, the municipal library / police department campus, the Trailhead clubhouse, the public works building and yard, and the building designated to become the new municipal library. The facilities master plan will help provide a road map for identifying and funding facilities needs to accommodate planned growth in city staff and operations over a 20-year period. The Public Works Director will lead the effort to hire a consulting firm with expertise in facilities master planning, manage the contract through the planning process, and implement the recommendations through the city’s annual capital facilities planning process.



**Pavement Master Plan:** Liberty Lake maintains approximately 54 miles of city streets and 35 miles of trails. The pavement master plan will provide an overall condition assessment for all the paved surfaces within the city, as well as help outline the strategies for preserving, maintaining, and reconstructing streets and trails. The Public Works Director will lead the effort to hire a consulting firm with expertise in pavement master planning, manage the contract through all phases, and implement the recommendations through the city’s annual capital facilities planning process.

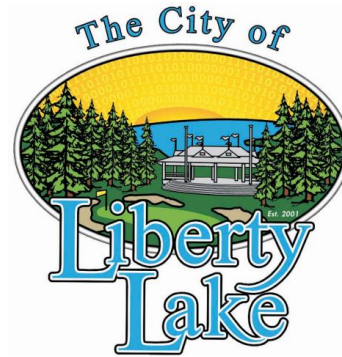
**New Library:** The City purchased a 14,000 sq/ft building in 2022 with the intent to redevelop it into the new municipal library. The Public Works Director will lead the effort to hire a consulting firm with expertise in municipal library programming, design, and construction, as well as managing the contract through all phases.

**EDUCATION & EXPERIENCE**

- A bachelor’s degree in engineering, public administration, business administration or a closely related field; or a combination of experience and education.
- Ten (10) years of progressively responsible management experience in the field of Public Works Administration. Five (5) or more years of experience supervising direct reports.
- Must possess a valid driver’s license.
- Professional Civil Engineer (P.E.) in the State of Washington is preferred, but not required.

**COMPENSATION & BENEFITS**

- **\$113,362 - \$127,665 DOQ**
- Medical, dental, and vision insurance.
- Life and Long-term disability insurance.
- Employee assistance program.
- \$1600/individual or \$3,200/family annual VE-BA deposit.
- Washington PERS.
- 401(a).
- Optional 457 deferred compensation.
- 4 hours of vacation hours accrue semi-monthly.
- 40 hours of sick leave frontloaded upon hire. After 6 months, 4 hours of sick leave accrue semi-monthly.
- 11 paid holidays and 4 floating holidays. Floating holidays are prorated upon hire.
- 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](http://www.libertylakewa.gov)**

The City of Liberty Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 24, 2024** (Applications Reviewed as Submitted, Open Until Filled). Applications, supplemental questions, 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 – Public Works Director", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050