

**RESOLUTION NO. 01-028
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,
WASHINGTON ADOPTING JOB DESCRIPTIONS FOR EMPLOYEES OF THE CITY.**

WHEREAS, the City of Liberty Lake will employ individuals to perform work and services for the City;

WHEREAS, in order to attract and employ the most qualified individuals for the City of Liberty Lake, the City Council is desirous of adopting job descriptions which set forth, in part, the qualifications, education and experience required of job applicants;

WHEREAS, the Mayor and City Council find that the attached job descriptions serve the best interest of the City.

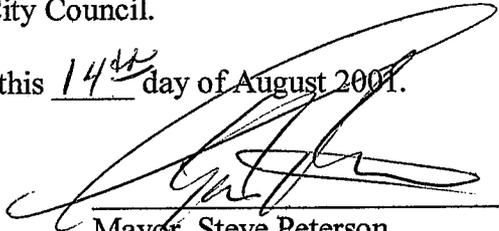
NOW, THEREFORE, be it Resolved by the City Council of the City of Liberty Lake, Washington, as follows:

Section 1. Job Descriptions. The City Council adopts the attached job qualifications and descriptions for the positions of City Administrator, City Attorney, City Clerk/Treasurer, Finance Director and Planning and Community Development Director. The City Council finds that the attached job descriptions will assist the City in employing individuals on the basis of ability, education and training or experience in order to perform the duties of their office or employment. The Mayor and Council reserve the right to waive any job qualification to serve the interests of the City.

Section 2. Employees. Employees shall exercise best efforts and due diligence in order to perform the duties of their office or employment which are set forth in City Ordinance and the job descriptions.

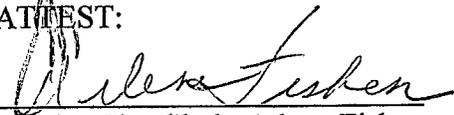
Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Liberty Lake City Council.

PASSED by the City Council this 14th day of August 2001.



Mayor, Steve Peterson

ATTEST:


Interim City Clerk, Arlene Fisher

APPROVED AS TO FORM:

Interim City Attorney, Stanley M. Schwartz

CITY OF LIBERTY LAKE JOB DESCRIPTION

Job Title: City Clerk/Treasurer

Department: Finance

Reports To: City Administrator

Overtime Classification: Exempt

Date: June 2001

Definition:

Performs complex and responsible duties in advanced administrative work as support staff to the City Council by overseeing preparation of agendas for City Council meetings, maintaining long-range agendas, and recording Council actions in official minutes. Acts as custodian of official City records and City seal. Provides information to the public regarding City activities by postings, City web site, voicemail, and press releases. Provide information and legislative management services to City Council, staff and citizens. Supervises and evaluates the performance of assigned personnel. Also oversees internal support systems, membership in intergovernmental agencies, and issuance of municipal licenses. Serves as Records Manager for City offices. Work is performed in an office setting with meetings often scheduled outside of normal business hours.

Supervision:

Work under broad policy guidance and the direction of the City Administrator.

Essential Job Functions:

- Manage all the operations and functions of the City Clerk's office and supervise subordinate personnel.
- Attend all meetings of the City Council, take minutes, ensure that meetings are properly documented and ordinances and resolutions are recorded. Provide technical assistance on requirements for conducting public business.

- Ensure all legal notices are properly prepared and published and that bid openings are properly conducted.
- Prepare or assist in the preparation of ordinances, resolutions, proclamations, and other documents, as needed.
- Responsible for overseeing the sign-off cycle of City contracts and agreements that have been approved by the City Council.
- Responsible for the maintenance of all official City records, including the file of City contracts and agreements, and serve as Records Manager for the City.
- Supervise the issuance of all municipal licenses, including business, peddler, amusement, and other municipal licenses.
- Direct, supervise and participate in conducting all City elections, annexations, and related processes to ensure all legal requirements are met.
- Provide instruction to election board workers and election staff in all phases of Election Day and post Election Day procedures.
- Manage all aspects of the Vote-by-Mail process.
- Research and respond to questions or problems raised by the Mayor, City Council, City Administrator, City Attorney and the public or staff member.
- Oversee City Hall centralized internal support systems, such as the telephone system, copiers, recorder, fax, postage, PA system, and central inventory office supplies.
- Oversee departmental personnel practices; provide supervision, training, job performance evaluations, and discipline to subordinates in accordance with established policies. Assist in the selection of new employees.
- Responsible for codification of ordinances in Liberty Lake Municipal Code.
- Coordinate the appointment of citizens to boards and commissions by City Council.
- Monitor budgets applicable to the City Clerk's Office, including City Hall's centralized internal support systems, assist in the preparation of annual budgets for the City Clerk's Office.
- Accept claims and legal documents against the City.

- Communicate with various City departments, citizens and outside agencies to provide and receive information, as required.
- Accept and process requests for public records from citizens, unions, law firms, newspapers, and businesses. Research laws, contracts, ordinances, resolutions, etc., to provide the requested information.

TREASURER - ESSENTIAL JOB FUNCTIONS:

- Provide information for budget formulation, revenue data and analyzing debt ratios.
- Certify Claim Vouchers, monitor budget balances, assist with bi-annual or annual audit.
- Oversee cash drawer(s) and daily reconciliation.
- Receive and issue city businesses licenses, assist with the public application process and assist the public in obtaining state tax registration.
- Perform all the essential duties of City Auditor as prescribed in RCW 42.24.080.

Non-Essential Job Functions:

- Serve as secretary to other boards, as required
- Maintain the directory of the various City boards and commissions
- Interface with the official City Historian regarding the maintenance of historical information on the City of Liberty Lake
- Coordinate with other agencies to provide services to citizens such as Spokane County Animal Control, and Washington State Gambling Commission
- Attend Council Meetings and a variety of other special interest meetings, as required
- Other duties, as assigned

Qualifications:**Knowledge of:**

- Legal requirements pertaining to the recording and preservation of all municipal actions
- Legal requirements pertaining to the issuance of all municipal licenses
- Legal requirements pertaining to the opening of bids
- Legal requirements pertaining to publication and posting of legal notices
- Parliamentary Procedure and Robert's Rules of Order
- Election laws of the State of Washington
- City organization, operations, policies, and objectives
- Principles and practices of supervision and training
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer terminal, various software programs, and general office equipment necessary to accomplish job duties

Ability to:

- Direct, organize, and coordinate the operations and activities of the City Clerk's Department
- Read, interpret, apply, and explain legal documents, as well as federal, state, and local regulations, and policies and procedures
- Develop, implement, and maintain effective record-keeping systems, procedures, and policies
- Prepare minutes of various meetings, as required
- Communicate effectively, both orally and in writing
- Direct, train, and evaluate personnel
- Establish and maintain effective working relationships with those contacted in the performance of duties
- Deal with the public tactfully and courteously in person and on the telephone
- Plan and organize work
- Meet schedules and time lines, often under pressure, with multiple deadlines
- Work independently

Education and Experience:

Minimum Criteria:

Any combination equivalent to: Two (2) years of college/business level courses or equivalent and three years of increasingly responsible office/records management experience. Courses taken beyond a two-year level of college or business school may be substituted for up to one year of experience. Two (2) or more years' experience in municipal government. Must be bondable.

Preferred Criteria: *(In addition to Minimum Criteria)*
City Clerk Experience

Special Requirements:

- Possession of a valid Washington State driver's license, or the ability to obtain one within one month.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Liberty Lake.
- Attendance at evening meetings as required.
- Must be bondable to be a Notary Public

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls.

CITY OF LIBERTY LAKE IS AN EQUAL OPPORTINUTY EMPLOYER

**CITY OF LIBERTY LAKE
JOB DESCRIPTION**

Job Title: City Administrator

Department: City Administrator

Reports To: Mayor and City Council

Overtime Classification: Exempt

Date: June 2001

Definition:

Perform high-level administrative, technical, and professional responsibilities in directing and supervising the administration of all departments of city government. Exercises supervision over all municipal employees, either directly or through subordinate supervisors.

Supervision:

Work under broad policy guidance and the direction of the Mayor and City Council.

Essential Job Functions:

- As head of the City's management team, manage and supervise all departments, agencies, and offices of the City to achieve goals within available resources. Plan and organize workloads and staff assignments, review progress and direct changes, as needed
- Oversee City personnel practices and provide direction, job performance evaluations, and discipline to subordinates in accordance with established policies
- Provide staff leadership and direction in the development of short- and long-range plans. Gather, interpret, and prepare data for studies, reports, and recommendations. Coordinate City activities with other departments and agencies, as needed

- Provide professional advice to the City Council and department heads; make presentations to councils, boards, commissions, civic groups, and the general public
- Communicate official plans, policies, and procedures to staff and the general public
- Assure that assigned areas of responsibility perform within budget. Perform cost control activities and monitor revenues and expenditures to assure sound fiscal control. Assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Determine work procedures, direct work schedules, and expedite workflow. Study and standardize procedures to improve efficiency and effectiveness of operations
- Issue written and oral instructions; assign duties and examine work for accuracy, quality, and conformance to policies and procedures
- Maintain harmony among workers and resolve grievances. Assist subordinates in performing duties; address errors and complaints
- Appoint or assist in the selection and removal all department heads, officers, and employees of the City, except members of the Council
- Assure that all laws and ordinances are faithfully adhered to
- Advise the City Council of financial conditions and current and future City needs
- Attend Council Meetings and a variety of other special interest meetings, as required
- Other Duties as assigned.

Non-Essential Job Functions:

All the job functions listed above are essential to the fulfillment of the responsibilities of the position.

Qualifications:**Considerable knowledge of:**

- Modern policies and practices of public administration
- Municipal finance
- Human resources, including principles and practices of supervision and training

- Public works
- Public safety
- Community development
- State and local laws
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Direct, organize, and coordinate municipal operations and activities
- Oversee the preparation and administration of municipal budgets
- Plan, direct and administer municipal programs
- Prepare and analyze comprehensive reports
- Carry out projects to completion
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective business relationships with City officials, employees, and the general public
- Supervise, train, and evaluate personnel
- Meet schedules and time lines, with many interruptions, and often under extraordinary pressure

Education and Experience:

Minimum Criteria:

Any combination equivalent to: Bachelor's Degree in Public Administration, Political Science, Business Management, or a closely related field, and five (5) years of experience as a municipal administrator.

Preferred Criteria: *(In addition to Minimum Criteria)*
Masters in Public Administration

Special Requirements:

- Must be bondable
- Possession of a valid Washington State driver's license, or the ability to obtain one within one month
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Liberty Lake

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer
- **Occasional Demands:** Driving, lifting, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls
- **Environmental Factors:** Office environment with low noise levels; subject to constant interruptions; employee's time generally spent indoors

CITY OF LIBERTY LAKE IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF LIBERTY LAKE JOB DESCRIPTION

Job Title: Finance Director

Department: Finance

Reports To: City Administrator

Overtime Classification: Exempt

Date: June 2001

Definition:

Plan, organize, direct, and control the operations and activities of the Finance Department and prepare the comprehensive annual financial report. Supervise and evaluate the performance of assigned personnel.

Supervision:

Work under broad policy guidance and the direction of the City Administrator.

Essential Job Functions:

- Performing all accounting activities of office including billing, receiving, receipting, banking, and accounting for all City monies.
- Monitoring all cash handling procedures, including the purchase order system.
- Supervising and participating in the preparation and submittal of reports and applications of payment to federal and state agencies.
- Supervising disbursement of expenditures by claims and redemption by treasurer's check.
- Maintaining general ledgers and subsidiary records.
- Preparing financial and budgetary reports and advising the City Administrator.
- Investing City funds in investments approved by the City Administrator to effect a maximum return to the City.
- Supervising the rate and redemption of City bonds.

- Supervising L.I.D. assessments, prepayment, and bond payment notices and collection.
- Bond calls and redeem when monies are available.
- Maintaining complete records of transactions.
- Coordinating the development of the annual budget.
- Establishing and supervising the accomplishment of procedures relative to payroll preparation and the completion of payroll reports.
- Maintaining personnel payroll legal records and personnel files.
- Controlling data processing, including the operation of a computer system.
- Preparing application for state or federally funded grants or projects as assigned.
- Attend Council Meetings and a variety of other special interest meetings as required.
- Perform other duties as assigned by the City Administrator.

Non-Essential Functions:

- Direct accounting activities such as payroll, accounts payable, accounts receivable, and others.
- Perform other related duties, as required.

Qualifications:

Knowledge of:

- Generally-accepted accounting and auditing principles.
- Laws, rules and regulations related to municipal accounting.
- Preparation of financial budgets, statements, and comprehensive accounting reports.
- Analysis of complex financial statements and reports.
- State and federal tax regulations.
- City budgeting and annual reporting processes.
- State Budgeting, Accounting, and Reporting System (BARS).
- Principles and practices of supervision and training.

- Interpersonal skills using tact, patience, and courtesy.
- City organization, operations, policies, and objectives.
- Operation of a computer terminal and general office equipment.
- **Ability to:**
 - Direct, organize, and coordinate the operations and activities of the Finance Department.
 - Prepare the comprehensive annual financial report.
 - Prepare and present the annual budget.
 - Perform professional accounting and supervisory function.
 - Review and evaluate complex data for accuracy.
 - Communicate effectively both orally and in writing.
 - Read, interpret, apply and explain rules, regulations, policies, and procedures.
 - Establish and maintain cooperative and effective business relationships with co-workers and the general public.
 - Supervise, train, and evaluate personnel.
 - Plan and organize work.
 - Meet schedules and time lines.
 - Work independently.

Education and Experience:

Minimum Criteria:

Any combination equivalent to: Bachelor's Degree in Finance, Accounting, Business Administration, or related field and four (4) years increasingly responsible experience in a professional accounting position.

Preferred Criteria: *(In addition to Minimum Criteria)*

Two (2) or more years experience in a managerial capacity in municipal government.

Special Requirements:

- Possession of a valid Washington State driver's license, or the ability to obtain one within one month.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Liberty Lake.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing.
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, lifting, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls.
- **Environmental Factors:** Office environment with low noise levels; subject to constant interruptions; generally, 100 percent of employee's time spent indoors.

The City of Liberty Lake is an Equal Opportunity Employer

CITY OF LIBERTY LAKE JOB DESCRIPTION

Job Title: Planning & Community Development Director

Department: Planning & Community Development

Reports To: City Administrator

Overtime Classification: Exempt

Date: June 2001

General Function:

Plan, organize, direct, and control the functions of the Planning and Community Development Department, which includes the functions of current planning, long-range planning, building and construction inspection, and public works. Supervise and evaluate the performance of assigned personnel.

Supervision:

Work under broad policy guidance and the direction of the City Administrator.

Essential Job Functions:

- Manage the operations of the Planning and Community Development Department and participate as a member of the City's management team
- Manage all fiscal and material operations of the department, including funds, staff resources and facilities, and the preparation and administration of the department's budget. Perform necessary cost control activities to ensure the efficient and effective operation of the department
- Oversee departmental personnel practices and provide supervision, job performance evaluations, and discipline to subordinates in accordance with established policies. Assist in the selection of new employees
- Provide staff development in areas of functional specialization and offer technical assistance to staff on complex problems

- Organize and direct short- and long-range planning programs and projects, including the development, update and implementation of the City's Comprehensive Plan and development regulations and standards
- Manage the collection, interpretation and preparation of data for studies, reports, and recommendations regarding annexations, transportation, land-use management, land economics, capital improvements, and all other related policies
- Coordinate contractor, interdepartmental, and inter-jurisdictional participation in development and administration of community plans and policies
- Assure proper application and enforcement of City zoning ordinances and other code approvals by overseeing the Building Official/Inspector. Plan review and processing of permits and interpretation of codes and ordinances, and development of new codes
- Establish and implement the City's development review process. Participate in the planning process, interpretation and application of development codes and requirements to major plats, rezoning, and development projects. Respond to complaints and inquiries regarding City's development standards
- Assure compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, and environmental issues; and responsible for implementation of the State Environmental Policy Act. Review environmental impact statements and technical reports and recommend final action on environmental issues
- Compile reports on projects and programs and make presentations to appropriate boards and commissions and the City Council
- Communicate with citizens and civic groups on planning issues and activities
- Attend Council Meetings and a variety of other special interest meetings, as required and perform all other duties as assigned

Non-Essential Job Functions:

- Maintain all records relative to licenses, permits, maps, blueprints, overlays and sketches pertinent to City planning and development programs and projects

Qualifications:

Knowledge of:

- In-depth modern urban planning principles and practices
- Municipal development review functions
- Federal, state, and municipal law governing development permit review and processing, including the State Environmental Policy Act (SEPA)
- Fiscal and budget management principles, practices, and procedures
- City organization, operations, policies, and objectives
- Principles and practices of supervision and training
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer terminal and general office equipment

Ability to:

- Direct, organize, and coordinate the operations and activities of the Planning & Community Development Department
- Prepare and administer plans, work programs, budget, and progress reviews
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective business relationships with co-workers and the general public
- Supervise, train, and evaluate personnel
- Plan and organize work
- Meet schedules and time lines
- Work independently

Education and Experience:

Minimum Criteria:

Any combination equivalent to: Bachelor's Degree in urban planning or related field and four (4) years of progressively responsible experience in a public planning position, including three (3) years of supervisory experience.

Preferred Criteria: *(In addition to Minimum Criteria)*

A Master's Degree in urban planning. Member of AICP.

Special Requirements:

- Possession of a valid Washington State driver's license, or the ability to obtain one within one month
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Liberty Lake

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- **Environmental Factors:** Office environment with low noise levels; subject to constant interruptions; most of employee's time spent indoors.

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