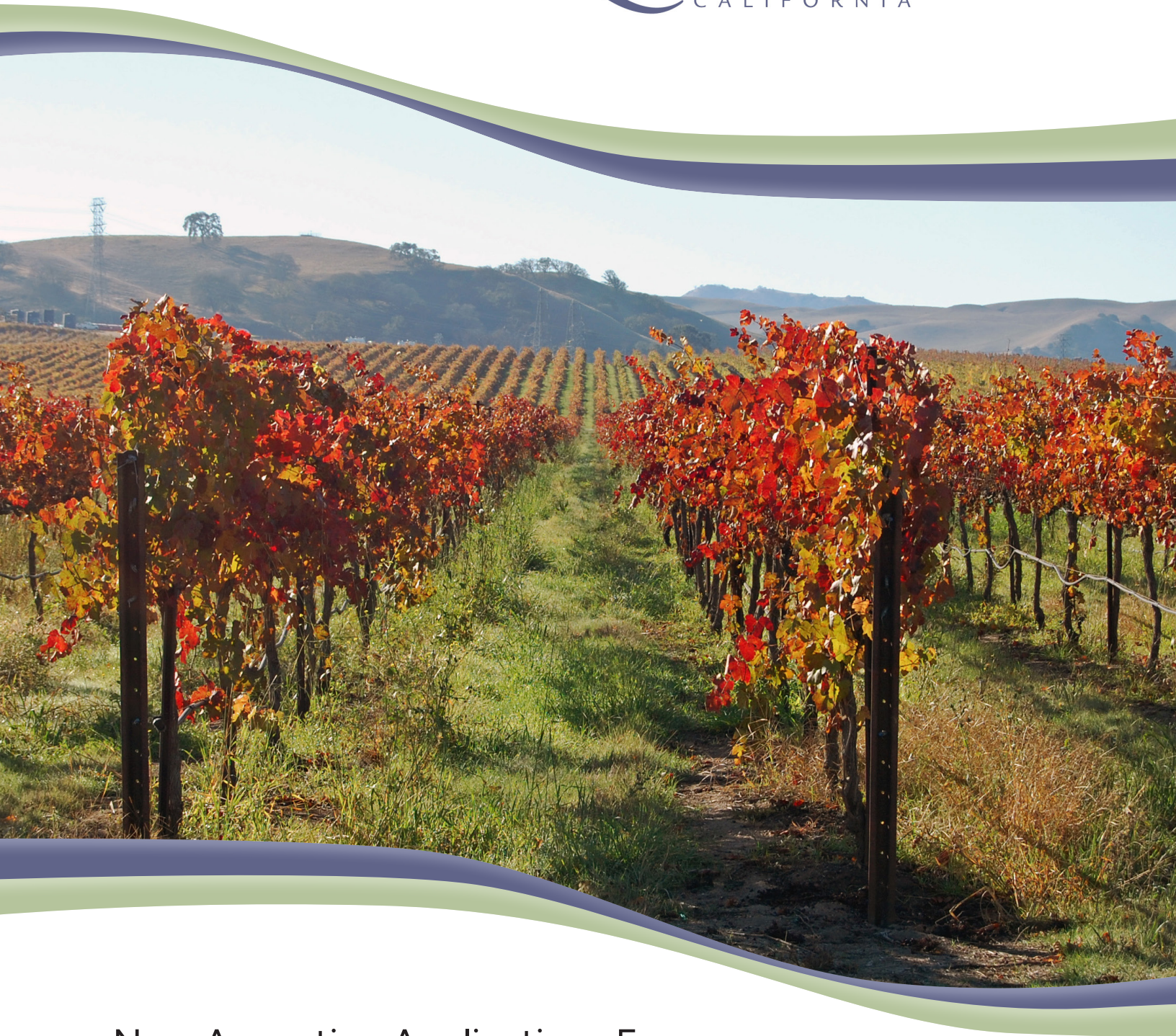


CITY OF
LIVERMORE
CALIFORNIA



Now Accepting Applications For
CITY CLERK



THE COMMUNITY

Livermore is California's oldest wine region, framed by award-winning wineries, farmlands, and ranches that mirror the valley's western heritage. Founded in 1869, Livermore is located in the San Francisco Bay Area in Alameda County. The City has a population of over 87,000 and encompasses 26.44 square miles. Livermore's location and mild climate enhances the pursuit of a more relaxed, less congested lifestyle.

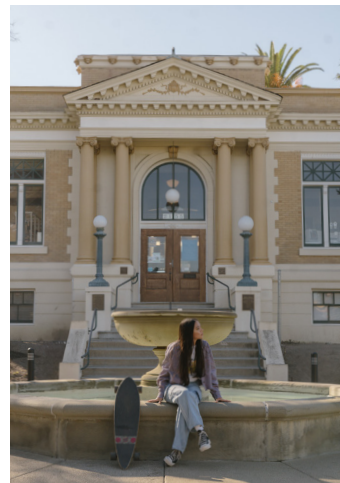


Quality of life is a fundamental part of the Livermore experience. The City boasts a unique environment for both residents and businesses — a peaceful small town atmosphere along with a widely diverse economic base that rivals a major metropolis. Livermore offers unbeatable community experience with access to 42 parks, 15 miles of bicycle trails and paths, Lake Del Valle recreation area, three library facilities, three championship golf courses, a municipal airport, cultural and civic events year-round, and the beautiful Livermore Wine Country.

Livermore's arts, culture, western heritage, and vibrant wine industry provide a unique blend to this special community. Historic Downtown Livermore is enjoying a renaissance, reestablishing the downtown as the City's preeminent shopping, dining, entertainment, and cultural district with a 10-screen cinema and a 500-seat performing arts center. With the addition of a new mixed used neighborhood with over 4,000 housing units along with several other residential and mixed-use projects planned or underway throughout the city, Livermore is creating additional opportunities for an active and environmentally responsible living experience.

Home to renowned science and technology centers, such as Lawrence Livermore National Laboratory and Sandia National Laboratories, Livermore is a technological hub and an academically engaged community. It is an integral part of the San Francisco Bay Area, successfully competing in the global market powered by its wealth of research, technology, and innovation. The character, heritage, and smart growth of Livermore make it a special place to live, work, and play.

To learn more about the City of Livermore, please visit the City's website.



THE ORGANIZATION

The City of Livermore strives to deliver high-quality, attentive and courteous services to its residents and businesses; promotes economic vitality and innovation; and works to enhance the quality of life in the community through public safety, natural and built environment, and support for education and the arts. The City subscribes to a core set of organizational excellence values that incorporate ethics, customer service, accountability, teamwork, quality, and continuous improvement.

Livermore is a General Law City with a Council/Manager form of government. The City Council consists of five members with a Mayor, who is elected at large for a two-year term, and four Council Members who are elected by district to overlapping four-year terms. The City has a biennial budget and five-year financial and capital plans. Annually, the General Fund spending is approximately \$158.3 million (based on FY 2025-26 budget), and total annual budget including capital funds is \$317.4

million. There are 508 full-time equivalent employees, including the City's share of the Livermore-Pleasanton Fire Department's staff. The 2025-2030 five-year capital budget is \$318.7 million.

The City organization prides itself on its team-oriented approach in which departments and the executive team work together and in collaboration with the City Council to find creative solutions to issues. The community is very supportive of its City government; the staff and City Council enjoy a positive and mutually respectful relationship. Community engagement is a priority for the City, and executive leadership is expected to both engage with the constituents directly and foster such opportunities for staff.



IDEAL CANDIDATE

The ideal candidate is a highly organized, detail-oriented professional with extensive knowledge of municipal governance, public records management, and election administration. This individual demonstrates a strong command of applicable laws and regulations, which includes ensuring regulatory compliance with local, state and federal statutes such as the Political Reform Act, California Government and Elections Codes, the California Public Records Act, Brown Act, and local election codes. The candidate brings proven experience in managing complex agendas, maintaining official records, and ensuring compliance with statutory requirements, while leveraging modern technology to enhance transparency and operational efficiency. The City Clerk demonstrates a commitment to accuracy, confidentiality, and continuous process improvement, along with the ability to manage multiple priorities in a fast-paced public sector environment.

It is equally important that the next City Clerk is a trusted and approachable leader who values integrity, accountability, and exceptional public service. They are an effective communicator who can clearly convey complex procedural information to elected officials, staff, and community members alike. With strong interpersonal skills, they foster collaborative relationships across departments and serve as a reliable advisor to the City Council on governance and compliance matters. The ideal candidate is proactive, adaptable, and dedicated to promoting civic engagement, ensuring that the Clerk's office remains accessible, responsive, and aligned with the evolving needs of the Livermore community.



THE POSITION

The City Clerk is a division of the City Manager's Office. Under general direction, major program responsibilities of the City Clerk include all aspects of the City Council legislative process which includes meetings, minutes, and the Municipal Code, citywide records management, oversight of volunteer advisory bodies, acting as filing officer under the Political Reform Act for campaign statements and Conflict of Interest Code filers, and coordinating all aspects of municipal elections.



QUALIFICATIONS

Education/Training:

Any combination of experience, education and training that would provide the best-qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Four years of experience performing duties as a City Clerk, Clerk of the Board, or Assistant/Deputy City Clerk, including two years of supervisory experience.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Training: Any recent training, such as academic courses or certification programs that are relevant to this job classification.

License: May require the possession of a valid California driver's license and a satisfactory driving record as determined by the City.

Certification: Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks is highly desirable.

BENEFITS

Salary- \$12,311.95 - \$15,389.94 Monthly

Cafeteria Plan- \$1,950/month towards medical, dental, vision, additional & supplemental life insurance; unused balance paid in cash.

Life Insurance & AD&D- \$150,000 employee coverage, employer paid, \$1,000 dependent coverage, employer paid, employee option to purchase \$25,000 additional life insurance & supplemental life to \$500,000.

Retirement- CalPERS Defined Benefit Pension: Classic members 2% @ 60 – Employees pay the 7% employee contribution. PEPPRA members 2% @ 62 – Employees pay the full employee contribution (50% of the normal cost).

Holidays- 12 observed holidays.

Sick Leave- Accrual of 96.2 hours/year.

Administrative Leave- 80 hours per year.

Deferred Compensation- Employer contributes \$185/per pay period, with required employee contribution of \$75/per pay period.

Retirement Health Savings- City contribution of 4% of base pay into RHS account.

APPLICATION PROCESS

FIRST REVIEW DATE | May 3, 2026

To apply for this exciting career opportunity, please submit a compelling cover letter and your detailed resume electronically to:

apply@bobhallandassociates.com

Should you have any questions regarding this position or the recruitment process, please contact:

Maria Fierner at (925) 448-0660

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include in-person interviews and/or Zoom meetings, with final interviews with the City Manager.

Appointment is subject to completion of a thorough background and reference checks.

