



*A shared vision of excellence, grounded in superb customer service. Voted one of the top 10 cities in California to raise a family!*

## CAREER OPPORTUNITY

# CITY CLERK

CITY OF LIVERMORE, CALIFORNIA

**\$120,825.84–\$151,032.36** annually DOE/DOQ

### THE CITY OF LIVERMORE SEEKS AN EXPERIENCED CITY CLERK

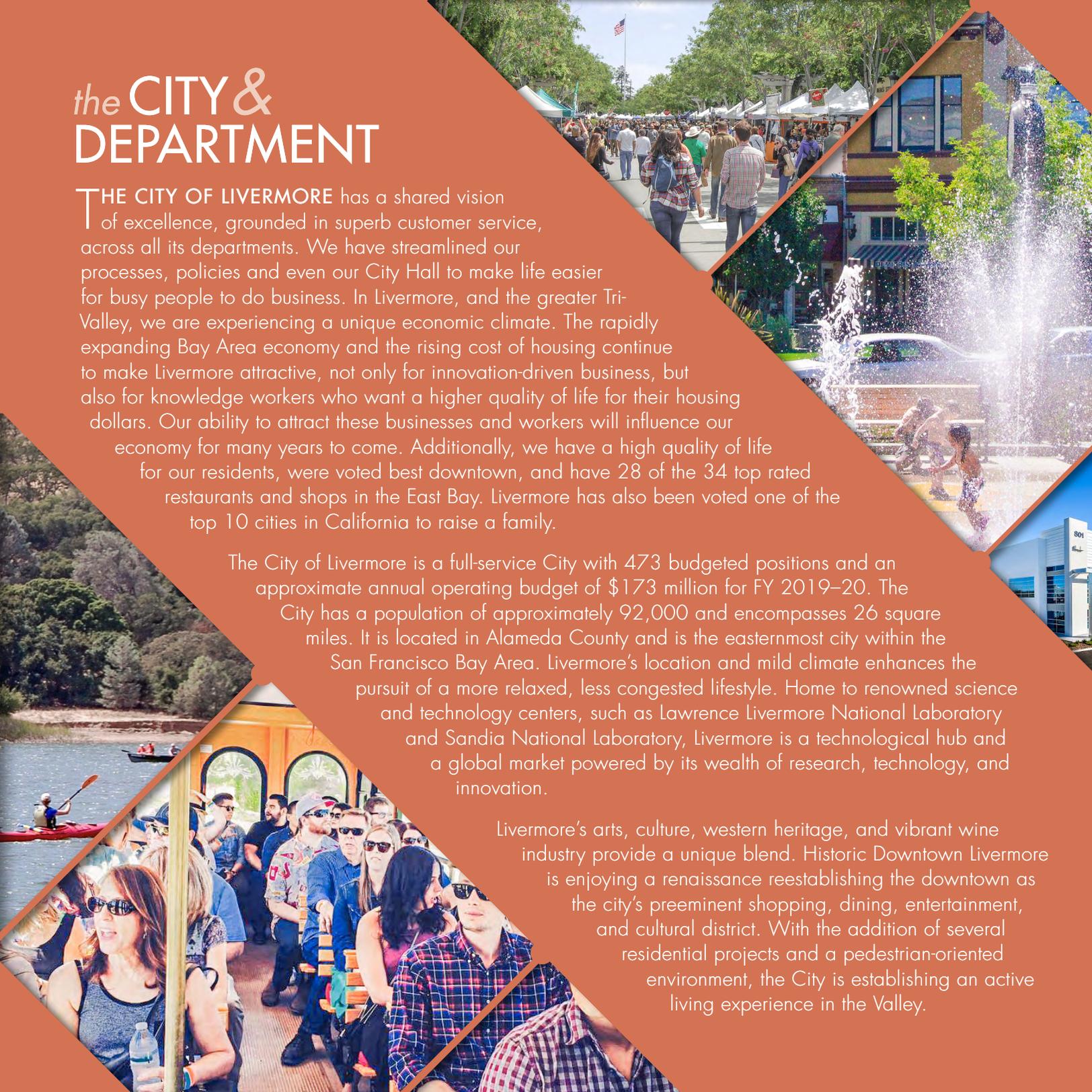
with advanced knowledge of the procedures of a City Clerk's office and municipal government administration. Our ideal candidate values transparency, is a resilient leader, creative problem solver, and brings passion and enthusiasm. This position will oversee the traditional municipal clerk duties, including City Council meetings processes, records management, provide access to information, administer elections, oversee the City's boards, commissions and committees, and ensure regulatory compliance with local, state and federal statutes such as the Political Reform Act, Brown Act, California Public Records Act, and California Government and Elections Codes. The City Clerk will oversee staff, contribute to budget oversight and preparation, participate in information technology system changes to improve access to information, and oversee programs and related projects regarding civic engagement. If you want to be a part of a dynamic executive team and work with a City administration that focuses on engaging the public, streamlining process, supporting a strong and vibrant community, and providing a high-quality of life for its constituents, then apply today with the City of Livermore.

# the CITY & DEPARTMENT

THE CITY OF LIVERMORE has a shared vision of excellence, grounded in superb customer service, across all its departments. We have streamlined our processes, policies and even our City Hall to make life easier for busy people to do business. In Livermore, and the greater Tri-Valley, we are experiencing a unique economic climate. The rapidly expanding Bay Area economy and the rising cost of housing continue to make Livermore attractive, not only for innovation-driven business, but also for knowledge workers who want a higher quality of life for their housing dollars. Our ability to attract these businesses and workers will influence our economy for many years to come. Additionally, we have a high quality of life for our residents, were voted best downtown, and have 28 of the 34 top rated restaurants and shops in the East Bay. Livermore has also been voted one of the top 10 cities in California to raise a family.

The City of Livermore is a full-service City with 473 budgeted positions and an approximate annual operating budget of \$173 million for FY 2019–20. The City has a population of approximately 92,000 and encompasses 26 square miles. It is located in Alameda County and is the easternmost city within the San Francisco Bay Area. Livermore's location and mild climate enhances the pursuit of a more relaxed, less congested lifestyle. Home to renowned science and technology centers, such as Lawrence Livermore National Laboratory and Sandia National Laboratory, Livermore is a technological hub and a global market powered by its wealth of research, technology, and innovation.

Livermore's arts, culture, western heritage, and vibrant wine industry provide a unique blend. Historic Downtown Livermore is enjoying a renaissance reestablishing the downtown as the city's preeminent shopping, dining, entertainment, and cultural district. With the addition of several residential projects and a pedestrian-oriented environment, the City is establishing an active living experience in the Valley.





# *the* ADMINISTRATIVE SERVICES DEPARTMENT & *the* CITY CLERK'S OFFICE

**T**HE CITY CLERK'S OFFICE is the primary point of contact for the public and staff regarding City Council actions. The City Clerk's Office responds to public requests for records and maintains and produces documents that enable the public to participate in local government. Our City departments and executive team don't work in silos; we act as bridge builders and work together to find creative solutions to issues. Following this model, the City Clerk, Information Technology, Finance, and Human Resources divisions are all under one department umbrella in the Administrative Services Department. Administrative Services has 38 staff, and an approximate budget of \$9.2 million dollars. Creating this internal services department has been a positive move for the city and the City Clerks who have functioned effectively under this model. Information is power, and having the full power of IT, HR, Finance and the City Clerk all serve to help with advancing our mission and positively transforming how municipal government functions. While this is a move away from how traditional City Clerks have functioned (typically in their own department, or under the City Manager), this in no way decreases access to City Council, City Manager, or the City Attorney and provides the same autonomy and oversight duties as traditional City Clerks; *you just get a lot more support to get the job done!* The City Clerk reports to the Administrative Services Director and oversees a staff of four and a flexing budget (depending on elections) that ranges approximately between \$825 K – \$1.25 M budget.

# the JOB/IDEAL CANDIDATE

**O**UR IDEAL CANDIDATE brings passion, enthusiasm, and transparency, and is a resilient leader and creative problem solver. This position will oversee the traditional municipal clerk duties, including City Council meetings processes, records management, provide access to information, administer elections, oversee the City's boards, commissions and committees, and ensure regulatory compliance with local, state and federal statutes such as the Political Reform act, Brown Act, California Public Records Act and Elections Ordinances. Additionally, this position will oversee programs and related projects regarding civic engagement. The City Clerk will oversee staff, contribute to budget oversight and preparation, and participate in information technology system changes to improve access to information. This position will regularly work with the City Attorney, City Council, City Manager and other City departments and be an integral member of the City's leadership team.

Our ideal incumbent will have experience with an elections process, foster a customer service culture, display honesty, integrity, and effectively manage sensitive information and situations. The City Clerk will demonstrate attention to detail, be responsive and available, demonstrate strong work ethics and quality of work standards.

*In addition, this position will...*

## STATUTORY

- ◆ Prepare and oversee City Council agendas, and official proceeding minutes.
- ◆ Oversee filing for City ordinances, resolutions, agreements, and meeting minutes.
- ◆ Ensure compliance with the Brown Act, California Government and Elections Codes, regulations of the California Fair and Political Practices Commission, the California Public Records Act, the Political Reform Act, the Maddy Act, etc.
- ◆ Oversee the City's volunteer advisory bodies.
- ◆ Be the Custodian of the City Seal, and signs and certifies official City documents.

## PUBLIC RECORDS MANAGEMENT

- ◆ Be the Custodian of City Records and administer the City's records management program.
- ◆ Respond to requests for public records, and ensure municipal records are readily accessible to the public.

## ELECTIONS OFFICIAL

- ◆ Be the Elections Official, and direct municipal elections.
- ◆ Assist candidates in meeting their legal responsibilities before, during and after an election.
- ◆ Serve as filing officer for campaign statements (for elected officials).
- ◆ Maintain conflict of interest statements and statements of economic interests for elected officials, a variety of City volunteer advisory bodies, numerous City employees, and certain consultants.

## ADMINISTRATIVE & COMMUNICATION

- ◆ Lead the division staff, projects and operations and symbolize strength in character, uphold one's decisions, and does the "right thing" for the City and its constituents.
- ◆ Continue to advance the division's process improvements and access to information.
- ◆ Seek out and oversee programs that encourage and increase civic engagement.
- ◆ Foster and maintain relationships with the community, city staff and its officials.
- ◆ Be community oriented, enthusiastic, and customer service minded.
- ◆ Demonstrate the spirit of interdepartmental collaboration.
- ◆ Challenge the status quo and looks to innovate and improve programs and services.
- ◆ Communicate clearly and concisely, both orally and in writing and demonstrate a high-level of accuracy in all work and forms of communications.



## EMPLOYMENT STANDARDS

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:

- ◆ Four years of experience performing duties as a City Clerk, Clerk of the Board, or Assistant/Deputy Clerk, including two years of supervisory experience.
- ◆ Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, related field.
- ◆ Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks is highly desirable.
- ◆ May require the possession of a valid California driver's license and a satisfactory driving record by the City.
- ◆ Willingness and ability to work the hours necessary to accomplish the assigned duties; attend meetings, travel, attend workshops, conferences seminars and other meetings during work and non-work hours (evening City Council meeting attendance is required).
- ◆ Any training related to academic courses or certification programs which are relevant to the City Clerk duties.

## OPPORTUNITIES & CHALLENGES

We guarantee an exciting career full of challenges and opportunities including:

- ◆ The City will be making a significant investment in a records management initiative to replace an outdated Laserfiche and Access records system. The new City Clerk will play a significant role in identifying, acquiring, and implementing the new records management system.
- ◆ Overseeing the March 3, 2020 Special Municipal Election Ballot Measures.
- ◆ Work with the City Council and a local group of constituents who are petitioning to reverse the City's plans for a downtown Livermore. The referendum proponents opposed the overall city-endorsed vision for revitalizing downtown and have already submitted an initiative petition in the hopes of getting their alternative "Central Park Plan" on the ballot.
- ◆ Reviewing ballot arguments and managing a lawsuit filed by the former City Clerk on behalf of the City.



# COMPENSATION & BENEFITS

**T**HE CITY OF LIVERMORE offers an attractive compensation and benefits package for this position according to its representation unit, Livermore Management Group (LMG). The salary range for this position is **\$120,825.84–\$151,032.36 annually DOQ/DOE**, and a competitive benefits program includes:

**HEALTH/MEDICAL BENEFITS:** \$1,950 per month toward medical, dental, and vision insurance; the unused balance or waiver of coverage is paid as taxable income. City provides \$150,000 life insurance coverage and LTD insurance.

**ADMINISTRATIVE LEAVE/VACATION:** 80 hours per year of administrative leave. 80 hours per year of vacation leave for the first year and 120 hours per year beginning the second year. (Vacation and Administrative Leave are pro-rated at time of hire.)

**RETIREMENT:** CalPERS enrollment in either the 2% @ 60 (Classic Member) or the 2% @ 62 (New PERS Member) formula is dependent on the individual's eligibility, as per AB 340. Classic Members pay 7% employee contribution and New PERS Member pay 6.25% member rate. The City does not participate in Social Security except for Federal Medicare.

**RETIREMENT HEALTH SAVINGS:** 4% of base salary contributed by the City to the employee's retirement health savings account.

**DEFERRED COMPENSATION:** City contributes \$155 per pay period to the employee's 457 plan with a required employee match of \$50 per pay period. Effective 7/6/20, the City will increase contribution to \$185 per pay period with a required employee match of \$75 per pay period.

**ALLOWANCE:** May be eligible for cell phone allowance up to \$90/month.

**HOLIDAYS:** 12 paid holidays per year.

**SICK LEAVE:** Accrued at the rate of 12 days per year.

**HEALTH CLUB REIMBURSEMENT:** Up to \$100 per month for monthly dues.

## SAVE THE DATES

Interviews will be held  
on **JANUARY 27**

**LIVERMORE**  
CALIFORNIA

## HOW *to* APPLY

Apply by **JANUARY 14, 2020** for first consideration.

Apply At: [wbcpsc.com/job-board/](http://wbcpsc.com/job-board/)

Please contact your recruiter, Wendi Brown, with any questions:  
**866.929.WBCP (9227)** toll free or **541.664.0376** direct  
[wendi@wbcpsc.com](mailto:wendi@wbcpsc.com)

We actively welcome, value, respect and recognize employee differences and similarities. We believe a robust exchange of ideas creates an atmosphere of cultural acceptance. We believe that the more diverse we are, the better decisions we make.