



The City of Livermore is accepting applications for

ADMINISTRATIVE TECHNICIAN

Housing & Human Services Division

\$7,354 - \$7,707 - \$8,079 - \$8,469 - \$8,878/per month
Plus an excellent benefits package

The mission of the Housing and Human Services Division is to produce, preserve, and support affordable housing to help low-income, homeless, senior, and disabled Livermore residents. HHS also administers contracts with community organizations to assist low-income residents in obtaining necessary services for children and youth, singles and families, seniors, and those who have special needs.

THE POSITION

The current Administrative Technician vacancy exists in the Housing & Human Services Division of the Community Development Department. This Administrative Technician will perform a variety of technical duties and provide administrative support to enhance division programs and projects, most specifically **Affordable Homeownership Programs**. Some examples of duties for this position include providing technical assistance to non-profits, lenders, realtors, escrow companies, and first-time homebuyer program applicants; assisting with community outreach efforts, including leading workshops, presentations, and creation of outreach materials; serving as the primary contact for the City's First-Time Homebuyer Program; and assisting with the preparation of contracts, invoice processing, and provider compliance monitoring.

THE IDEAL CANDIDATE

The ideal candidate will exemplify the following knowledge, skills, experience, and characteristics:

- Familiarity with real estate and escrow practices and processes
- Effectively coordinate a variety of assignments and projects to meet competing deadlines
- Public speaking skills to represent the City at community workshops and outreach events
- Exemplify quality customer service by responding to customers in a professional, creative, and courteous manner
- Proficient skills in word processing, spreadsheet, database, and the ability to learn specialized software
- A self-motivated individual with the ability to work independently and also as a member of a team to accomplish department goals

RECRUITMENT TIMELINE

Open for Application:
March 9, 2026

Filing Deadline:
March 20, 2026 (5PM)

Panel Interview (via Zoom):
Tentatively set for the week of
April 6, 2026

Department Interviews (In-Person):
The week of April 20, 2026

Following reference checks and a criminal history check, the selected candidate is anticipated to start employment by June 2026.



APPLY
HERE

Contact Us

(925) 960-4100

HR@LivermoreCA.gov

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QUALIFICATIONS

Experience: Two years of progressively responsible administrative program experience involving program conformance monitoring, research, report writing, and extensive public contact.

Education: Equivalent to graduation from high school, supplemented by college level courses in business administration, finance, real estate, economics, accounting, planning, or a related field. An associate of arts or science degree in a related field is desirable and may substitute for twelve months of the required experience.

License: Certain positions may require the possession of a valid California Driver's license and satisfactory driving record as determined by the City.

Other Requirements: Willingness and ability to work scheduled and emergency overtime; and attend meetings, workshops, and seminars during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to work in a standard office environment; read fine print and computer monitors; converse in person and over the telephone; write and take notes; operate a computer and calculator; bend, stoop, stretch, and reach; attend numerous off site meetings at various locations throughout the day; and strength to safely lift and maneuver office supplies and equipment weighing up to 30 pounds.

GENERAL INFORMATION

Appointment to City employment is contingent upon passing a fingerprint criminal background check and DMV check. At time of hire, proof of United States citizenship or authorization to work in the United States must be presented. The probationary period for this position is 12 months. Work periods and work days are subject to change dependent upon the operational requirements of the City.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a qualified individual with a disability as defined by the Americans with Disabilities Act (ADA) and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.



The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

BENEFITS

Health/Medical Benefits: \$1,950 per month toward medical, dental, and vision insurance. Unused balance or waiver of coverage is paid to the employee as taxable income.

Vacation Leave: For first year, accrual of 3.1 hours per pay period (equiv to 2 weeks per year). By second year, increase to 4.62 hours per pay period (equiv to 3 weeks per year).

Personal Leave: 16 hours per year (New employees will receive their personal leave upon completion of 6 months of employment.)

CalPERS Retirement: Classic member (2% @ 60) or new PERS member (2% @ 62), as per AB 340. Classic members contribute 7% and new PERS members contribute 7.5%.

Retirement Health Savings (RHS): City contributes 4% of base salary to an employee's retirement health savings account.

Deferred Compensation (457 Plan): City contributes \$75/per pay period, with required employee contribution of \$75/per pay period.

Holidays: 12 paid holidays per year

Sick Leave: Accrued at the rate of 3.7 hours per pay period

This position is represented by the Association of Livermore Employees bargaining group. There are 26 pay periods per year and employees are paid bi-weekly.

