



CITY OF NEWARK is now
RECRUITING for
City Clerk

David W. Smith
CITY HALL

CITY OF NEWARK

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Final Filling Date: September 4, 2025

Recruitment for City Clerk



The City of Newark is seeking an experienced, detail-oriented, and highly professional **City Clerk** to lead and manage the operations of the City Clerk’s Office. This key leadership position is responsible for maintaining the integrity of the City’s official records, ensuring transparency in local government, and safeguarding public information.

The City Clerk oversees the preparation and maintenance of City Council agendas and minutes, directs municipal elections, administers the City’s Records Management Program, and serves as the Filing Officer for the Fair Political Practices Commission. The role also includes managing ordinances and municipal codes, providing complex administrative support to the City Council, City Manager, and Assistant City Manager, and supervising administrative and clerical staff.

This position requires exceptional leadership, judgment, discretion, and organizational skills, as well as extensive knowledge of municipal governance, public policy, and the role of an elected City Council. The City Clerk must work with professionalism, tact, and diplomacy when interacting with elected officials, staff, agencies, and the public.

Go to our website [here](#) to learn more about the City of Newark community, located midway between San Jose and Oakland, CA.

The Ideal Candidate

The City of Newark is seeking a collaborative, forward-thinking **City Clerk** who embodies our PRIDE values: personal service, resourcefulness, innovation, diversity, and engagement. This is an exciting opportunity for a skilled professional passionate about transparent, efficient, and inclusive local government. The ideal candidate is politically astute, an excellent communicator, and adept at supporting elected officials, managing records, and ensuring smooth, legally compliant City Council operations. With a commitment to public service, innovation, and accessibility, the next City Clerk will bring both strategic vision and operational excellence to this highly visible role.

The Process

An application and resume must be submitted through CalOpps by **Sept. 4th, 2025 at 5:00p.m.** to be considered. The most qualified candidates will be invited to a panel interview and written assessment scheduled for the week of **Sept. 15th, 2025**. The department interview will be scheduled at a later date. The selected final candidate will be required to complete a background check, including fingerprinting, credit check, and a basic physical exam.

The City of Newark is committed to diversity, equity, inclusion and belonging in the workplace, and does not discriminate against employees or job applicants on the basis of any local, state, or federal protected class.

Compensation and Benefits

The selected candidate will enjoy an annual salary in the range of \$170,144 – \$204,131.20, in addition to the following benefits:

- **9/80 schedule work schedule (every other Friday off)**
- Remote work considered after probationary period
- Educational reimbursement up to \$10,000
- CalPERS retirement – Classic members 2.5% @55; PEPRa members 2% @62
- Cafeteria Health Plan
 - \$932 employee only
 - \$1,862 employee+1
 - \$2,460 employee +Family
 - Cash in-lieu option \$450/month, may be used towards dental, vision plans, and additional life insurance
- Health Care Allowance - \$100/month
- On-site bicycle lockers, private shower room, and employee wellness activities
- Life Insurance – City-paid \$50,000 policy
- Long-term and short-term disability policies available for purchase
- Employees and eligible family members have free use of the gym at the Silliman Activity and Family Aquatic Center, as well as resident rates for classes and rentals
- Management Leave - up to 56 hours/year
- General Leave - 184 - 264 hours/year, depending on years of service. Up to 80 hours of general leave may be converted to pay per fiscal year
- 14 paid holidays, including two flexible days

More information available in the [2025 Employee Benefits Guide](#)



What makes Newark unique?

City employees enjoy working in a state-of-the-art City Hall designed with their well-being in mind. The building features abundant natural lighting, ergonomically designed furniture and equipment, and is located adjacent to a park, library, and an outdoor plaza. Additional amenities, such as secure bike lockers, encourage a healthy, balanced lifestyle.

Newark is a mid-size City with a welcoming, small-town atmosphere. Our organization consists of eight departments, including Police Services, while fire protection and utility services are provided through valued partnerships with the County and special districts.

City staff are proud to serve a supportive and engaged community that values transparency, innovation, and collaboration. Newark City Council shares this commitment and works closely with staff to achieve community goals. You can learn more or watch live and archived meetings [here](#).

At the heart of the organization is a cohesive team that thrives in a collaborative and creative environment. We take pride in welcoming new team members and fostering a workplace culture rooted in mutual respect, shared purpose, and community service.

Qualifications

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Possession of a Bachelor’s degree from an accredited college or university with major coursework in Public Administration, Business Administration, Public Policy, Industrial Relations, Psychology, or a closely related field

Experience: five (5) years of municipal government experience with a minimum of two (2) years in a City Clerk’s office, and two (2) years of supervisory experience.

License: Certification as a Certified Municipal Clerk (CMC) is desirable.