

*The City of Livermore
invites your interest for the
position of*



City Clerk

LIVERMORE
CALIFORNIA

The City of Livermore

Located approximately 50 miles east of San Francisco, with a varied population of approximately 89,648 residents, Livermore is an integral part of the San Francisco Bay Area. Successfully competing in the global market as a knowledge-based, resource-rich economy, the City is powered by its wealth of research, technology, and invention. Livermore's arts, culture, western heritage, and vibrant wine industry provide a unique blend to this special community. Money Magazine has rated Livermore one of the "Most desirable places to live in America".

Quality of life is a fundamental part of the Livermore experience. With access to 45 parks, 15 miles of bicycle trails and paths, Lake Del Valle recreation area, 3 library facilities, 4 championship golf courses, a vibrant Downtown, cultural and civic events year round, and the beautiful Livermore Wine Country, the city provides an unbeatable community experience. Education, arts, entertainment, fine dining, retail, and history abound in Livermore. 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. With the addition of several residential projects, art/live workspaces, and a pedestrian-oriented environment, the City is establishing an active urban living experience in the Valley. The character, heritage, and smart growth of Livermore make it a special place to live, work, and play.

City Government

The City of Livermore is dedicated to providing innovative, efficient, attentive and courteous service; promoting economic vitality; enhancing the quality of life for all citizens; and building a better community. The City subscribes to a core set of values that incorporates the areas of vision and responsibility, customer service, accountability, teamwork, commitment to quality, and continuous improvement.

Livermore is a General Law city with a Council/Manager form of government. The five-person City Council consists of the Mayor, who is elected by the citizens for a two-year term and four Council members who are elected at-large to overlapping four-year terms. Every two years, the Council adopts goals and priorities. The FY 2017-2019 Council goals and priorities are: Disaster Preparedness and Public Safety; Long-term Financial Stability; Asset Management; Innovation and Economic Development; Affordable Housing and Homelessness and the Downtown.

Livermore's General Fund is \$115.1 Million with a total operating budget of \$193.7 Million, which funds 464 positions. Livermore is a full-service city, including a municipal airport, wastewater treatment facility, and library. Fire services are shared with the City of Pleasanton and provided by the Livermore-Pleasanton Fire Department. Additionally, a separate special district provides parks and recreation services to Livermore residents.

The City organization prides itself on its team oriented approach with division and department heads forming the Leadership Team. The staff and City Council enjoy a positive and mutually respectful relationship and there are many long-term city employees.



The Office and the Position

The City Clerk's Office is the election official for the City, maintains the City Code, is the custodian of the City Seal and legislative history, administers oaths or affirmations, and executes City contracts and agreements. The Office also maintains official City records, administers the recruitment process for positions on commissions and committees, and assists and provides information to the public regarding legislative operations of government. The Office maintains records of all Council proceedings, meets all requirements regarding public postings, legal advertising, recordations, and mailing of public hearing notices, and processes Assessment Districts, annexations, deeds, tax cancellations, appeals, and election petitions.

The City Clerk is a division head classification reporting to the Administrative Service Director and is a participating member of the City's leadership team. The Division is comprised of four positions with a \$790 thousand dollar budget for Fiscal Year 2017-2018.

Position specific duties include the following:

- ◆ City Election Official - oversees local consolidated elections and ensures compliance with conflict of interest laws and Fair Political Practices Commission (FPPC) regulations;
- ◆ Prepares City Council agenda, coordinates posting of agendas, and prepares official Minutes of the proceedings;
- ◆ Ensures accurate and up-to-date filing of City ordinances, resolutions, agreements, and minutes of City Council, commissions and committees;
- ◆ Maintains City compliance with the Brown Act, Political Reform Act, Public Records Act and Conflict of Interest Codes;
- ◆ Oversees the City's Records Management Program and maintains legal custody of official City records and documents;
- ◆ Provides administrative oversight of the City's nine advisory bodies, City Historian and Poet Laureate;
- ◆ Conducts civil marriage ceremonies and operates passport application acceptance facility;
- ◆ Program Manager for the City's local government academy - Key to the City; and
- ◆ Supervises the City Clerk's office staff and coordinates Office responsibilities with other City departments.

This exciting career opportunity is available due to the retirement of Susan Neer, MMC, after 15 years with the City.

The Ideal Candidate

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

- ◆ Advanced knowledge of the procedures of a City Clerk's office, principles and practices of municipal government administration, Brown Act, legal and administrative procedures relating to municipal record keeping and records management, regulatory issues, and campaign disclosure requirements;
- ◆ Proven experience running an election process as well as providing competent, neutral services to candidates;
- ◆ Foster a strong customer service culture in serving the City Council, City organization, and the community;
- ◆ Exhibit keen attention to detail and timely communication and responsiveness to ensure a high quality of work;
- ◆ Knowledge and experience in progressive technology and implementation of innovative solutions in relation to the services of a City Clerk's office; and
- ◆ Ability to work collaboratively with the City Manager and City Attorney and work closely with City departments as an integral member of the City's leadership team.

Any combination of education and/or experience that provides the knowledge and skills necessary to fill the role as described in this brochure will be acceptable. The ideal candidate will be expected to have three years of experience performing duties of a City Clerk, Assistant/Deputy City Clerk; Education equivalent to Associate's degree in public or business administration or related area; and Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks is desirable.

Compensation & Benefits

The City of Livermore offers a highly competitive compensation and benefits package for this position according to its representation unit, Livermore Management Group (LMG), as listed below:

- ◆ **Annual Base Salary:** \$113,892 - \$142,365 (LMG MOU salary adjustment of 3.5% eff. 7/9/18);
- ◆ **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; LTD insurance, and up to \$100 per month reimbursement for health club monthly dues;
- ◆ **Administrative Leave and Vacation:** 80 hours per year of administrative leave. 80 hours per year of vacation the first year and 120 hours per year 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 (RHSA);
- ◆ **Deferred Compensation:** \$2,400 per year City contribution;
- ◆ **Holidays:** 12 paid holidays per year; and
- ◆ **Sick Leave:** Accrued at the rate of 12 days per year.

The Process

To be considered for this opportunity, submit your application, including submittal of responses to supplemental questions, on the City's employment webpage at www.cityoflivermore.net/jobs by **5 p.m. on Monday, March 19, 2018**. Please refer all questions regarding this recruitment to:

Trish Arieta, Human Resources Manager

(925) 960 - 4115 ♦ E-mail: taarieta@cityoflivermore.net

Application materials will be screened in relation to the criteria articulated in this brochure.

Candidates deemed to be the best qualified will be invited to interview the week of April 2nd.

The Administrative Services Director anticipates making an appointment following further selection activities and extensive background and reference checks. Please note that references will not be contacted until the end of the process and will be done so in close coordination with the candidate selected.

AMERICANS WITH DISABILITIES ACT (ADA): If you are a qualified individual with a disability as defined by the ADA and you need a reasonable accommodation to participate in any portion of the selection process, you must notify Human Resources at the time you submit your resume.

The City of Livermore is an equal opportunity employer and supports workforce diversity.

