

Peckham & McKenney
"All about fit"



**Administrative
Services Director**
CITY OF LIVERMORE, CALIFORNIA

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 environmental responsible living experience.

Home to renowned science and technology centers, such as Lawrence Livermore National Laboratory and Sandia National Laboratory, 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's budgets can be found online at [Budget | Livermore, CA](#).

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.



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The Department

The mission of the Administrative Services Department is to provide resource management to enable the organization to focus on enhancing the quality of life for residents and the community now and in the future. The Administrative Services Department is comprised of three divisions, Finance, Human Resources, and Information Technology, with 39.5 FTEs. It is responsible for providing administrative and support services to all the City's operating departments, City Council, advisory bodies, City Manager, employees, and Livermore residents.



These services include accounting, budgeting, treasury, financial reporting, purchasing and contracts oversight, payroll, employee and labor relations, benefits administration, recruitment, cyber risk management, and information technology deployment and management.

The Department recently implemented a new ERP system, contracts lifecycle management (CLM) system, GIS system, and SCADA system. The department continues to evaluate opportunities to automate and streamline its operations. In addition, the City recently completed negotiations with all bargaining units, and updated four-year Memorandums of Understanding (MOUs) are in place.

SHORT-TERM GOALS

- Implement a 311 mobile App.
- Design and launch a new website chatbot to streamline public access to City information, reporting issues, and paying bills.
- Improve information technology (IT) governance and internal controls to ensure the City's systems are secure.
- Continue implementing a GIS program.
- Complete transition of all contracts and other City agreements to the new Contract Lifecycle Management system to ensure comprehensive review of City contracts and agreements while improving efficiency of processing contracts and agreements.
- Automate, streamline, and simplify employee performance review process.
- Update Personal Rules.
- Create an employee training program that incorporates core competencies like project management, presentations, communication and negotiating skills, to provide training opportunities to develop future leaders and managers.
- Prepare for the next biennial budget cycle, including five-year financial plan development, and fee updates.

The Ideal Candidate

The City Manager seeks a well-rounded and experienced municipal leader with strong critical thinking skills and in-depth experience with municipal budgeting and finances. Experience with Human Resources and Information Technology will be valued as the ideal candidate

must possess the ability to lead and innovate in all areas of the department. The selected candidate will be motivated by, and passionate about, providing first-class, and quality services to the community of Livermore and thrive in an organizational culture of excellence. Additionally, they will demonstrate a track record of:

- Relationship building and serving as a strategic thought partner to the City Manager and City team to achieve organizational goals;
- Flexibility, creativity, and process improvement through innovative thinking;
- Leading with kindness and compassion;
- Emotional intelligence, strategic and visionary leadership; outstanding communication skills, and strength in engaging with stakeholders;
- Valuing and infusing diversity or perspectives and experiences in all aspects of the role and City services;
- Successfully managing complex projects from inception to completion;
- Leading and managing internal operations through collaboration, teamwork, mentoring and coaching, and building on individual's strengths;
- Calm and centered as a communicator with outstanding listening skills and thus able to facilitate, mediate, and build consensus. Possess interpersonal and communication skills that are versatile and appropriate for each situation and all audiences; and
- Ethical, honest, respectful, professionally trustworthy and customer service focused, and instills these as core values in the team.

Experience/Education Requirements

The equivalent of six years of progressively responsible and professional financial, human resources, information technology or combined experience in the public sector with at least three years of executive managerial experience in program planning and development, staff supervision, and budget preparation and management and a Bachelor's degree from an accredited college or university with a degree in business, accounting, finance, human resources, information technology, or related field. A Master's degree in a related field or the equivalent in continuing education related coursework is highly desirable.

The Compensation Package

The annual salary for this at-will position is \$219,642 - \$274,553, depending on qualifications.

MONTHLY ALLOWANCES: Auto: \$250, Cell Phone: \$90, and Health Club: \$125.

RELOCATION ALLOWANCE: Up to \$5,000 for moving expenses available upon City Manager approval.

RETIREMENT:

- CalPERS Defined Benefit Pension:
 - » Classic members 2% @ 60 - Employees pay the 7% employee contribution.
 - » PEPRAs members 2% @ 62 - Employees pay the full employee contribution (50% of the normal cost).
- 401a Supplemental Retirement Plan: Voluntary employee irrevocable contributions of either pre-tax salary (0-15% or flat dollar amount); irrevocable leave election vacation / admin leave or termination pay (vacation only).
- 457 Plan -The City will contribute \$185/per pay period with a \$75/per pay period employee contribution.

Search Schedule

- Filing Deadline: March 1, 2026
- Preliminary Interviews (telephonic): March 9 & 10, 2026
- Recommendation to City: March 24, 2026
- Panel Interviews (Zoom): April 2, 2026
- Finalist Interviews (In-Person):..... Week of April 6, 2026

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- The City does not participate in Social Security, however, it does participate in Medicare and the employee portion is 1.45%.

Health & Welfare Benefits:

CAFETERIA PLAN: \$1,950 / mo to be used toward medical, dental, & vision insurance premiums. Unused balance is paid in cash.

LIFE / AD&D: \$175,000 for employees & \$1,000 for dependents with the option to purchase additional life insurance (not to exceed 5xs annual earnings).

LONG TERM DISABILITY: LTD coverage of 60% of monthly base salary up to \$6,000 after 180-day waiting period.

RETIREE HEALTH SAVINGS ACCOUNT

(RHS): The City will contribute an amount equal to 4% of base pay to the employee's RHS account.

ANNUAL PAID TIME OFF: Up to 24 days vacation based on longevity; 12 days sick leave; 12 holidays; and up to 112 hours of admin leave. Credit for years of public sector service for determining advanced vacation accrual will be considered.

SEVERANCE PAY: Three months' salary and benefits except for termination for cause.



The Recruitment Process

To apply for this key position and exciting career opportunity, please submit a current resume with month and year of employment and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.

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