

# CITY OF DALY CITY, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

ASSISTANT  
CITY  
MANAGER

The Department of Human Resources





## THE COMMUNITY

Known as a destination city on the peninsula, Daly City (pop. 107,000 est.) is ideally located on the Pacific Ocean at the northernmost edge of San Mateo County, just minutes away from San Francisco Bay. Centrally located between two of the Bay area's major job growth zones—San Francisco and San Mateo counties—Daly City is a regional hub for healthcare, retail, and small businesses while offering residents easy transportation to nearby metropolitan areas, quality affordable housing, and numerous recreation and education opportunities.

Daly City's economy offers a range of professional services, retail and wholesale trade as well as some manufacturing. Three major regional shopping areas are located within the city, including Serramonte Shopping Center and Westlake Shopping Center. A considerable amount of the city's economic stability and growth is attributed to a young, skilled, productive labor force, with approximately half of the city's total labor force working in local jobs. Small business development is a focus of the city's economic development program, rounding out the city's economic base.

Just eight miles south of downtown San Francisco, Daly City's extensive transportation infrastructure makes it easy to access nearby metropolitan areas. Highways 101, 82 and 35 run through the City, as does Interstate 280, a primary transportation corridor linking San Francisco to San Mateo and Santa Clara counties. The San Francisco International Airport is just nine miles away, and Daly City is served by Bay Area Rapid Transit as well as by San Mateo and San Francisco transit systems. This ease of travel affords residents the opportunity to participate in all the cultural, recreational, and economic activities of the Bay area while avoiding the congestion and high costs of living and working in other Bay cities.

By Bay Area standards, Daly City boasts reasonably priced and conveniently located quality housing. Many homes have spectacular views of the Pacific Ocean, San Francisco Bay, or some of the most picturesque golf courses in the country, including the Olympic Club-Lakeside, the San Francisco Golf Club, and Lake Merced Golf and Country Club.

**To learn more about Daly City and all it has to offer, visit [www.dalycity.org](http://www.dalycity.org)**

As it is central to two of the Bay Area's major job growth zones—San Francisco and San Mateo counties—Daly City is a regional hub for retail, healthcare, and small business.

## THE ORGANIZATION

Daly City operates under a Council-Manager form of government and is a General Law City. The Mayor and City Council are elected officials, as are the City Clerk and the City Treasurer. The Assistant City Manager is appointed by the City Manager. Daly City is full-service, providing police, fire, water and sanitation, public works, streets and roadways, library, recreation, planning and zoning, and general administrative services.

## THE OFFICE OF THE CITY MANAGER

The Assistant City Manager works directly for the City Manager in the Office of the City Manager. The Office is responsible for the general management and oversight of Daly City's municipal operations, including the North County Fire Authority and North San Mateo County Sanitation District. This involves service and coordination to multiple agencies and municipalities. Additionally, the

general management of the operating and capital budgets; financial planning for the municipal corporation;



continued improvement, expansion, or redirection of programs and activities within the organization to meet community needs; recommendation of senior management personnel; participation in labor relations activities; generating public information, facilitating conversation and information exchange with citizens, encouraging community participation; and representing the organization in inter-jurisdictional matters with other agencies as designated by the City Manager.

These duties are carried out under the direction of the City Manager through the implementation of City Council policies and legislative actions. The Office of the City Manager is responsible for implementation of the City Council and community's vision and priorities.

## THE IDEAL CANDIDATE

The City is looking for an exemplary leader to assist and inspire a shared vision, encourage creativity, and foster a high-performing, accountable, and service-oriented organization by setting clear direction, goals, and expectations. The ideal candidate will have the below attributes:

- ◇ Possess excellent communication skills and a strong desire to provide superior service to the community.
- ◇ Demonstrates professionalism, responsiveness, and accessibility to the public.
- ◇ Provides a customer-service orientated work model, transparency, and innovation.
- ◇ Leads collaboratively and is respectful of others.
- ◇ Will have open communication.
- ◇ Nurtures an environment of trust, both in the organization and the community.



In addition, the ideal candidate:

- ◇ Acts with a high level of independence and requires strong analytical and administrative skills along with a strong understanding of public sector finance, as well as experience in managing assignments, projects and personnel.
- ◇ Identifies operational effectiveness within City Departments and works collaboratively with departments on continuous improvement.
- ◇ Develops and presents reports, makes recommendations to the City Manager and makes presentations to the City Council.
- ◇ Manages and directs City projects and personnel with special assignments, both technical and programmatic in nature.
- ◇ Chairs citywide committees of policy, finance and planning.

Candidates must possess a Bachelor's degree in the area of Business or Public Administration and five (5) years' of municipal government or private sector experience in supervising divisions and/or managing departments. Increasingly responsible department level management experience in multiple areas and departments in municipal government is highly desirable;

A Master's degree in Business or Public Administration is highly desirable.

# COMPENSATION AND BENEFITS

The salary range for the Assistant City Manager is

\$291,096– \$353,829 Annually

The City also offers an attractive benefits package including:

- ◆ Retirement - CalPERS Classic Members receive 3% at 60 (single highest year), CalPERS New Members receive 2% @ 62 (three year final compensation), employee pays total rate of 8.75%. Member rates are paid on a pre-tax basis. The City provides a 414h option.
- ◆ Health and Welfare Cafeteria Plan - The City provides a monthly contribution for the purchase of CalPERS health and mandatory dental (\$125.30), life and disability insurance. The monthly contribution is based on level of coverage – Employee Only – 100% of CalPERS Kaiser rate and Employee + 1 or Employee + 2 or more – 95% of CalPERS Kaiser rate. Employees who provide proof of other acceptable health coverage may be eligible for \$500/month less mandatory insurance premiums in lieu of City health coverage.
- ◆ Vacation Leave – Accrual range from 13-28 days per year depending on years of service, with additional five days' vacation allotted for management employees at time of initial appointment and annually thereafter.
- ◆ Sick Leave – Accrues at the rate of 12 working days per year.
- ◆ Holidays – 12 paid Holidays per year.

**Applicants that possess the highest and most relevant experience and related qualifications will be considered for interviews. Those applicants that do not possess the minimum qualifications will not be considered.**

## APPLICATION & SELECTION PROCESS

**This recruitment deadline is July 23, 2025.**

To be considered for this opportunity submit a cover letter, resume and a list of three professional references with your application via [www.calopps.org](http://www.calopps.org) Attention to the Director of Human Resources, Natalie Sakkal

For questions, contact:

**City of Daly City Human Resources Department**

**360 90th Street  
Daly City, CA 94015**

**[hr@dalcycity.org](mailto:hr@dalcycity.org) or  
(650) 991-8028**

**1-800-877-8339 for TTY/  
Voice communication**

