



We invite applications for the position of:
ASSISTANT CITY MANAGER
\$ 21,375 - \$ 23,566 MONTHLY

Why Join our City?

The City of San Mateo is seeking an Assistant City Manager to oversee multiple City departments and City functions and provide management support. Currently, departments envisioned to directly report to the Assistant City Manager include: the City Manager's Office (Citywide communications, economic development, sustainability, diversity equity and inclusion, strategic planning, and special projects), the Community Development Department, the Public Works Department, and the Information Technology Department.

The Assistant City Manager will serve as Acting City Manager in the absence of the City Manager and as the right hand to the City Manager. This individual will be skilled in guiding processes and systems, working closely with the community and stakeholders, work in a fast-paced environment, be able to multi-task, leverage technology, and ensure that employees have the tools and environment needed to deliver superior services.

Serving as a key member of the executive team, they will be passionate about public service and will have the ability to quickly engender the confidence and trust of the City Manager, City Council, staff, and community. The ideal candidate will possess impressive breadth and depth in local government operations.

A sophisticated understanding of public sector City Management, Community Development, Information Technology and Public Works operational areas is strongly preferred. Candidates with generalist backgrounds and working closely with the community will also be given serious consideration. The individual selected will be dedicated to the practice of continuous improvement. They will be familiar with modern systems and contemporary business practices and have a demonstrated history of maximizing efficiencies and successfully advancing the strategic priorities and goals of a department, community, and organization. A thoughtful, collaborative, compassionate, and results-oriented leader is a must!

Here are some of the reasons why the City of San Mateo is a great place to work:

https://youtu.be/_GTIzeSpc_g

What You'll Do

The Assistant City Manager will assist the City Manager in coordinating, directing, and leading the City's municipal operations; plan, organize, direct and review the activities, resources and operations of assigned departments; perform complex and responsible administrative work in all areas of municipal government and assume full administrative responsibility for the operations of assigned departments or program areas; conduct specific and comprehensive analyses of a wide range of municipal policies and procedures; lead multi-departmental initiatives and represent the City Manager's interests in these efforts. The Assistant City Manager also serves as the City Manager in the City Manager's absences or as assigned.

Over time, the City Manager may consider a transition of responsibilities to support their growth and professional ambitions.

Who You Are

You are a GREAT fit for the City of San Mateo if you...

- Are committed to excellence and innovative solutions.
- Are bold in offering up creative ideas that can improve operations and service delivery.
- Perform well without a great deal of direction or oversight.
- Courageously embrace and complete complex projects and initiatives.
- Are caring and responsive.
- Offer an impressive project management track record.

- Like to celebrate success and continually learn.
- Are a forward-thinking leader who is energized by what's possible.
- Provide excellent customer service.
- Are a dynamic leader who enjoys managing, mentoring, and inspiring others.
- Adhere to and uphold admirable standards of excellence.
- Exhibit high emotional intelligence and political acumen.
- Are a confident and credible communicator.
- Are dedicated to diversity, equity, and inclusion.

What You Need

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

- Seven years of increasingly responsible and varied administrative experience in municipal government, including four years of significant supervisory and management responsibilities. Three years' experience managing core functions such as administrative services (HR, IT, Finance), Community Development (Planning, Engineering and Building), Public Works, or similar municipal functions.
- Equivalent to a Master's degree from an accredited college or university with major work in public administration, finance, business or a closely related field.
- Possession of, or ability to obtain, an appropriate, valid driver's license.
- *Essential duties require the following physical skills and work environment:* Ability to work in a standard office environment; ability to travel to different sites and locations.

What We Offer

- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.3% to CalPERS and New members contribute 6.75% to CalPERS
- Participation in the Social Security Program
- City contribution of 0.5% of base salary to Deferred Compensation
- City match of 2.0% of base salary to Retirement Health Savings account
- Auto Allowance of \$375 monthly
- Medical / Dental / Vision / Life Insurance / Long-term Disability
- Generous Paid Leave benefits
- Housing Assistance - residential loan not to exceed four (4) times annual compensation
- Free Fitness classes, Credit Union Membership

Are You Ready? Apply.

Submit an online application, résumé, and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline:

Recruitment will close by Sunday, **November 5, 2023 @ 5:00 p.m.**

Interview Process

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process which may consist of an oral panel interview. An oral panel interview is tentatively scheduled for the week of November 13.

The process may include an Oral Panel interview and department interview. An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months, with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – October 17, 2023

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print: Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

**CITY OF SAN MATEO
Assistant City Manager**

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put “see resume” or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Please describe your experience in managing teams, including any operating department(s).
2. Please describe what you are most proud of in your career.
3. Describe the three most impactful initiatives you have spearheaded, including the size, impacts and results of the project, as well as your role(s) in the endeavor.