



We invite applications for the position of:

FELLOW II

\$6,638 - \$7,916 Monthly Salary

Plus a Comprehensive Benefits Package

The City of San Mateo has two (2) Fellow II opportunities in the Public Works Department and the Parks and Recreation Department (Limited duration assignment up to two (2) years)

The Departments

The *Public Works Department* enhances the community and its environment by providing sustainable stewardship and innovative approaches to Public Works services. The team is comprised of individuals with diverse talents and experience in various fields. The Public Works Department has primary responsibility for the maintenance, repair, cleaning, and new installation of streets, intersections, streetlights, parking lots, garages, sewer systems, storm drains, and wastewater treatment. Public Works also reviews plans and inspects the construction of public improvements to serve new private residential, commercial, and industrial developments and administers contracts for the collection, disposal, and recycling of solid waste. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that Public Works is seeking in qualified candidates.

The *Parks and Recreation Department's* mission is to enhance the quality of life and strengthen the bonds of community by providing an appropriate mix of safe, well-maintained and well-designed parks, open spaces, and community center facilities that are accessible for all residents; provide enriching leisure opportunities for all age groups; and to preserve and protect the City's natural resources, including its urban forest, public open spaces, and landscaped medians and islands.

The Position - Employees in this classification will be hired on a limited duration not to exceed two (2) years.

These positions will be responsible for conducting comprehensive data collection, operational studies, analytical reviews, and preparing detailed reports to support departmental and citywide decision making. The role performs policy research, synthesizes findings, and presents recommendations to leadership and stakeholders. It collaborates across departments on special projects, initiatives, and committees, contributing to effective communication and alignment of organizational goals. The position assists in evaluating and revising policies, procedures, programs, and systems, and provides support in project management activities including planning, assessment, and implementation. Additional responsibilities include preparing, coordinating, and facilitating meetings, focus groups, and presentations; supporting continuous improvement efforts; and delivering administrative and technical assistance to assigned departments to ensure efficient and effective operations.

Public Works Fellow II Job Duties also include:

- Coordinate full lifecycle of grants from opportunity identification through closeout, including research, application preparation, compliance management, reporting, reimbursements, and multi-year funding strategy development.
- Produce quarterly performance reports to maximize funding for transportation programs and capital projects.
- Lead development and annual review of Standard Operating Procedures for project intake, grant workflows, pavement management, traffic calming, permitting, and data collection; map workflows, draft documents and checklists, train staff, and maintain review cycles.
- Assess and redesign SharePoint structure to improve organization, searchability, version control, metadata standards, workflows, and file management; migrate content and provide staff training to enhance collaboration and audit readiness.
- Build and maintain Excel dashboards (including macros) for CIP tracking, grant status, project metrics, and forecasting; provide documentation and staff training.
- Develop RFPs for consultant, construction, and service contracts; evaluate proposals, negotiate terms, and monitor contract performance and compliance.
- Conduct systematic review of transportation policies; draft new policies; monitor regulatory changes; prepare council staff reports; coordinate public input; and ensure alignment with the General Plan and Master Plans.
- Organize and facilitate program meetings across project teams, inter-departmental groups, stakeholders, and grant partners; coordinate logistics, prepare agendas, document action items, and track follow-up.
- Oversee full lifecycle of consultant, construction, shared mobility, and service contracts, including deliverables tracking, payment oversight, and record maintenance.

- Perform nexus studies and analyze transportation-related fees (impact fees, development fees, parking permits); prepare technical reports; recommend fee updates; and ensure legal compliance for revenue support.
- Support transportation projects and plans by preparing materials, conducting demographic analysis, and ensuring compliance with equity requirements in grants and planning documents.
- Prepare clear communication materials on transportation topics (Master Plan progress, budgets, grants), incorporating visuals and data.
- Coordinate with regional partners (SMCTA, SamTrans, C/CAG, MTC, Caltrans) on joint funding; prepare MOUs and contribution agreements for regional transportation initiatives.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Knowledge of:

- Principles and practices of organization and public administration
- Practices and techniques of research, data collection, analysis, and report preparation
- Basic principles, methods, and practices of municipal finance, budgeting, accounting, and personnel management
- Standard office practices, procedures, methods and equipment
- Computer applications related to work

Ability to:

- Plan and conduct administrative, organizational and operational studies
- Research, compile and summarize varied information, evaluate alternatives and reach sound conclusions
- Interpret, explain and apply complex policies, regulations and procedures
- Prepare clear and accurate reports, correspondence, procedures and other written materials
- Represent the department and the City in meetings with others
- Coordinate, organize and prioritize work and meet critical deadlines
- Maintain accurate records and files
- Exercise sound independent judgment within established policies and guidelines
- Establish and maintain effective working relationships with those contacted in the course of work

Minimum Qualifications

Education:

Possession of a master’s degree from an accredited college or university in public administration, business administration, or in a relevant field.

For Public Works: a master’s degree in Civil Engineering, Transportation Engineering, Transportation Planning, or Urban Planning is highly desirable.

License or Certificate:

Possession of a valid California Driver’s License may be required based on the assignment.

Special Requirements:

Successfully passing a background and criminal history check may be required based on the assignment.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; walk to various project sites; exposure to outdoors.

What We Offer

- Salary: \$6,638 - \$7,916/month Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members); Classic employees contribute 8.34% to CalPERS and New members contribute 7.5% to CalPERS with participation in the Social Security Program
- Retirement Health Savings Account: City contribution of 1.0% of base salary
- Deferred Compensation: City will contribute 0.5% of base salary and match up to 0.5% of base salary
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Differential: \$195 monthly (if applicable)

This classification is represented by the San Mateo Employees' General Unit. For more information, please refer to the San Mateo [General Unit Summary document](#).

Apply

Submit an online application, résumé (Required), 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

This recruitment will close by 11:59 p.m. on Monday, June 29, 2026, or upon receipt of the first 50 applications with supplemental questionnaires, and résumés, whichever occurs first.

Next Steps

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. A fully completed application is required; a résumé does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. Based upon review of the applications, applicants meeting the minimum qualifications will be placed on the employment list. Once placed on the employment list, a Department representative will contact candidates selected to move onto the next step of the hiring process which may include a virtual or in-person panel interview(s), written exercise, or a practical demonstration of skill and ability, or any combination of these.

"Together, We Make Our Community Stronger."

Date Posted – June 17, 2026

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 (if position requires a driver's license), 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 City of San Mateo is an Equal Employment Opportunity Employer. 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 Fellow II 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. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. 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 indicate your department assignment preference by ranking your top two choices (1 and 2) from the department list below:
 - a. Public Works ____
 - b. Parks & Recreation ____
2. Please describe your interest as prioritized in supplemental question #1.