



THE CITY OF REDWOOD CITY INVITES APPLICATIONS FOR:

CONTRACT MANAGEMENT FELLOW

#25B-55

Hybrid schedule - 3 days in office and 2 days working remotely.

Limited Term

One Year Contract (with option to extend)

40 hours per week

SALARY:

\$40-45/ hourly

Closing: February 15, 2026, at 11:59 pm

(Opened January 15, 2026)

Application Process

Apply online at www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications including supplemental questionnaires and resumes will be reviewed for completion, relevant education, experience, training and other job-related qualifications. The most qualified applicants will be asked to participate in the interview process, which will consist of an interview with Department staff and an Excel exercise.



ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by core values of **excellence, integrity, service, collaboration, inclusion, and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective

communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career or make valuable contributions as a part of the Department of Community Development that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE FELLOWSHIP PROGRAM

The Department of Community Development is seeking qualified candidates for the position of Management Fellow. Designed to attract top talent from graduate schools to commit to meaningful and value-driven work in local government, the Management Fellowship program creates a channel into future leadership opportunities within local government. Primarily designed for recent postgraduate candidates as well as current Master's program students. The Fellowship is a limited 1-year term position beginning Spring 2026 with the option to extend for an additional year.

ABOUT THE POSITION

The City of Redwood City, Community Development Department is seeking a value-driven team player to join the Department. Through mentorship and under general supervision, the Fellow will assist in coordinating and managing specific projects to completion in the areas of budgeting, planning, community engagement, procurement, and legislative policy, especially related to the Planning and Building Divisions in Community Development.

Some of the various projects and responsibilities may include:

- Performing policy research and analysis, identifying relevant legislation, and developing recommendation positions as related to Planning and Building policy
- Assisting with the City's budget process
- Program and Performance Management analysis towards the goal of identifying efficiencies
- Statistical analysis of data; and preparing findings and/or recommendations to the supervising Management Analyst
- Assisting with community engagement and the development of outreach strategies, reviewing the Staff Report Guide and implementing, training and supporting staff to improve staff reports (written reports for City Council)
- Working with the City's Diversity, Equity and Inclusion (DEI) goals application within the Department, especially in staff reports to City Council

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Commented [SP1]: Will you be administering an Excel exercise?

Commented [GE2R1]: Yes - I would like to administer an excel exercise.



BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS), employee paid contribution (2% @ 60) for current members, (2% @ 62) for new members.
- Health insurance provided by the City through the California Public Employees Retirement System. The City will pay 90% of the premium for the plan selected by the employee, up to the Kaiser Employee-only rate.
- Paid Sick leave: In compliance with City of Redwood City Administrative Policy #48.
- State Disability Insurance – State disability shall be deducted from contract employee’s biweekly compensation.
- Mileage Reimbursement –



The Fellowship is a 1-year limited term position with the option to extend for an additional year.

Typical duties may include, but are not limited to the following:

Review of contract invoices, back-up documentation and reports; providing logistical support for meetings; monitoring/tracking budgets and expenditures; assisting with the creation and implementation of performance measures; writing and editing Staff Reports for City Council; assisting with procurement activities such as performing RFPs and stewarding contracts; development, analysis, and working with the City's Short Term Rental program.

THE IDEAL CANDIDATE

Will possess strong analytical skills and will be able to synthesize and summarize complex data; will be a highly motivated and self-directed individual able to use initiative and independent judgment; will be detail-oriented and able to manage multiple tasks; will be committed to working towards effective and efficient government services; will be a team player who is committed to working collaboratively within the City organization and with other public sector and non-profit community partners.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education

A Bachelor's Degree is required for this position.

A Master's Degree is strongly preferred, especially in the field of Public Administration or Public Policy.

Knowledge of:

- Outstanding writing and presentation skills
- Proficient in Microsoft Office Suite: Word, Excel, PowerPoint etc.
- Strong verbal communication skills
- Experience collaborating with others on complex projects
- Experience with project management
- Experience with research and analysis

Ability to:

- Ability to handle multiple interruptions, multi-task, maintain confidentiality and discretion, follow complex oral instructions, communicate effectively, and work effectively with various personalities.
- Work independently; show initiative in work.
- Ability to maintain constructive and cooperative working relationships with others.



Tentative Interview Time Period: The week of **March 2, 2026**.

A City application and supplemental questionnaire is required. In addition to completing the application, you will need to attach:

1. Resume (Required)

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Fingerprint Check
4. References

**SUPPLEMENTAL QUESTIONNAIRE
CONTRACT MANAGEMENT FELLOW # 25B-55
CITY OF REDWOOD CITY**

Applications without answers will not be considered complete. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers. Please thoroughly and concisely answer the following questions and provide specific examples.

1. We want to understand your interest in and qualifications for this Management Fellow position with the City of Redwood City. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position. How does this position align with your professional goals?
2. Please describe your experience working with multiple projects/tasks across different areas and subjects. How did you prioritize work? What were some of the most challenging aspects of these experiences? How did you handle these challenges and what was the outcome?
3. Please describe a time when you had to work through a project independently. How did you approach this effort? What was challenging for you? What was the outcome?

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*

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