



THE CITY OF SOUTH SAN FRANCISCO

# FINANCE DIRECTOR







## THE COMMUNITY

Located on the San Francisco Peninsula in San Mateo County, South San Francisco occupies the valley formed by the San Bruno Mountains on the north and the Coast Range on the west. With the San Francisco Bay just east of the City, residents enjoy beautiful views of the water and a true sense of identification with the Bay along with impressive views of Sign Hill and San Bruno Mountain. South San Francisco is a highly commercialized city with an estimated population of 65,397 and growing to 100,000 during business hours. The City is considered the “Birthplace of Biotechnology” dating back to the founding of Genentech in 1976. Today, South San Francisco is home to one of the largest biotech clusters in the world with over 250 biotech companies and 12 million square feet of biotech space forming the anchor of South San Francisco’s economy.

South San Francisco’s extensive transportation infrastructure includes two major highways, Highway 101 and Interstate 280, public transit options like BART and Caltrain, local shuttle services and the San Francisco International Airport, making commute and travel easier than ever. In addition, a convenient ferry

service provides weekday transit to and from San Francisco, Oakland, and Alameda.

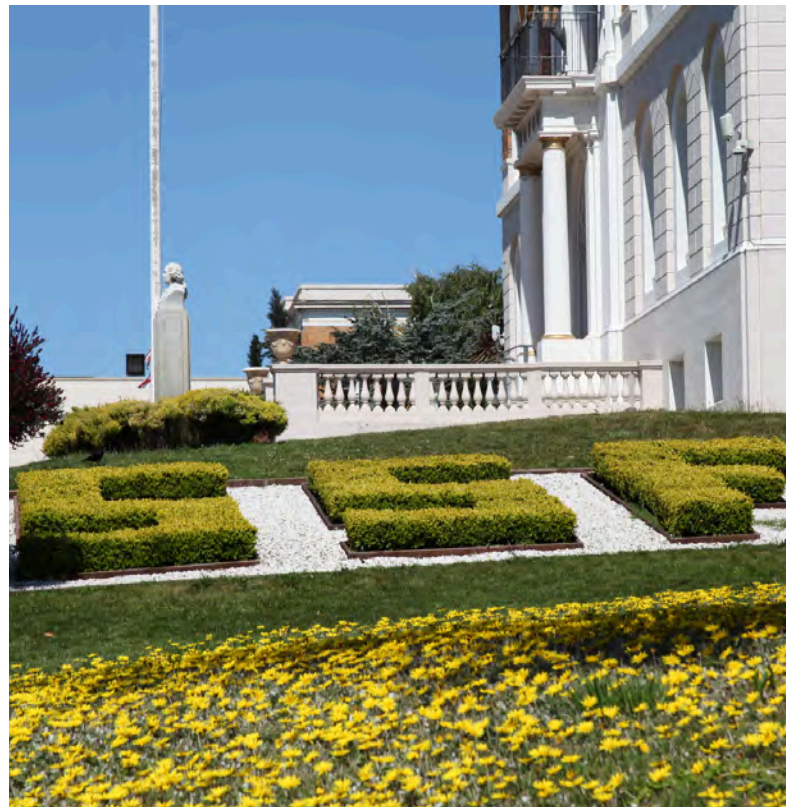
South San Francisco is a vibrant and diverse community known for its friendly residents, community groups, and volunteerism. The City offers a high quality of life to its residents with attractive residential areas, well-kept parks, and a beautiful marina and bay trail. With mild winters and dry, cool summers, residents are able to take advantage of the many outdoor recreational activities that South San Francisco and its surrounding areas have to offer year-round. Some of these activities include hiking the San Bruno Mountain Park while enjoying fantastic views of San Francisco and the Bay, or visiting Oyster Point Marina for fishing, boating, and relaxation. Enhancing its commitment to sustainability and community well-being, South San Francisco opened a new state of the art 80,000-square-foot library and recreational services building in October 2023 with amenities including computer labs, instructional kitchens, and event spaces. Additionally, construction of a new 24,000-square-foot Aquatic Center is underway with an anticipated opening of Spring 2026. To learn more, visit [www.ssf.net](http://www.ssf.net).

# CITY GOVERNMENT

Incorporated in 1908, the City of South San Francisco operates under the Council-Manager form of government with a five-member City Council elected by district. The Council establishes local laws and policies, determines how the City shall obtain and spend funds, appoints members to all advisory municipal activities, and represents the City by serving on Regional and County committees and boards that enact policies that may impact South San Francisco. It also provides direction for the City Manager and serves as the Successor Agency Board of Directors. The City is also served by an elected City Clerk and City Treasurer.

South San Francisco is a full-service city providing municipal services through the collaborative efforts of approximately 500 full time and 350 part-time staff. City Departments include Economic and Community Development, Finance, Fire, Human Resources, Information Technology, Library, Parks and Recreation, Police, and Public Works, as well as the Offices of the City Manager and City Attorney. The City's Executive Team operates cohesively through collaboration, transparency, and trust. The Finance Director, in particular, works in close partnership with the City Manager participating in management discussions and decisions affecting the entire city. The City's FY 2025-26 total budget is \$303 million, including capital projects (General Fund budget of \$153 million). The agency maintains healthy reserves (\$58 million) and a triple-A credit rating (S&P Global Ratings).

The City and its staff strive to nurture a partnership with the community by recruiting a diverse and highly skilled workforce, being an active partner in quality education, and attracting and retaining a prosperous business community, all of which foster community pride and understanding. As an organization, the City and its employees value their role in providing service to one another and the community. In 2021, the organization concluded a year-long Commission on Racial and Social Equity with the mission of advancing equity in the City's internal and external processes and to recommend policy and program changes to overcome institutional inequities in education, policing, healthcare, and other social services.





# THE FINANCE DEPARTMENT

The Finance Department provides financial services to City Departments, as well as fiscal accountability and adequate control over the use of City funds. Reporting to the City Manager, the Finance Director plays a critical leadership role partnering with Department Heads and the City Manager to develop creative and sound strategies that benefit the community. The Department is supported by 16.3 FTE and has an annual budget of \$4.3 million.

As a whole, the Finance Department leads fiscal accountability efforts and ensures stewardship of the use of City funds and appropriations through the creation and implementation of policies and procedures. It is responsible for numerous vital City services, including maintaining the City's accounting system, leading the annual budget preparation process, managing

payroll and purchasing procedures, issuing business licenses, and collecting transit occupancy taxes and other City fees. Other services include risk management, financial planning and analysis, and risk mitigation. The department also oversees timely and accurate collection of Transient Occupancy Taxes and Business License Taxes. Priorities for the future Finance Director include leading implementation of a new Enterprise Resource Planning (ERP) software and creating a pension strategy to mitigate rising Unfunded Actuarial Liabilities.

## THE IDEAL CANDIDATE

The ideal candidate will be a knowledgeable and strategic municipal finance professional who thrives in a strong team environment. As a key member of the City's talented executive team, they will play an important role in helping advance Council initiatives and priorities that serve to enhance the quality of life in South San Francisco.

Department heads in this organization are trusted to lead their respective teams with minimal guidance and oversight. Stellar candidates for this City are high energy and self-motivated professionals who take pride in serving an ambitious community. The candidate ultimately selected must be action and achievement oriented and continuously committed to high performance and superior standards.



The ideal candidate will be a nimble and innovative problem solver who is excited about the future and not bound by tradition. Open to new ideas and perspectives, they will have a history that reveals a willingness to explore unconventional strategies and solutions. Additionally, this resilient individual will be capable of fostering creativity among team members thereby strengthening a culture that has an appetite for change and fresh approaches.



## THE IDEAL CANDIDATE CONTINUED

The individual selected will have a passion for modernizing systems and processes that improve service to internal as well as external customers. They will be considered tech savvy in public sector finance and well-versed in contemporary tools and applications. Experience with navigating a major ERP system implementation, upgrade, or similar transformational initiative will be advantageous. To that end, demonstrated success with inclusively leading and managing change is highly desirable.

A strong team orientation is necessary to be a good fit with South San Francisco's cohesive executive team. A versatile management style will also help to establish rapport with a multigenerational department team. Known for being a supportive mentor, the ideal candidate will encourage continuous professional development amongst staff. A role model for lifelong learning and growth, they will embrace stretch assignments as well as provide similar unique opportunities for team members to explore their potential. An impressive track record with succession planning and recruiting and selecting outstanding talent will be considered favorably.

The ideal candidate will exhibit outstanding interpersonal skills and who can communicate

effectively with both financial experts as well as with laypeople with minimal knowledge. This professional will be confident in voicing informed financial perspectives on critical issues and participating in constructive problem-solving debates. Additionally, the director must display well-developed political acumen coupled with a high comfort level in working with elected officials.

The individual selected will be a skilled strategist with a history of identifying emerging financial trends. Experience with financial forecasting and modeling is necessary to succeed in the role. Familiarity in working with rating agencies, and debt issuance and management is preferred but not necessary.

The City is desirous of attracting candidates who possess at least 5 years of progressively responsible municipal finance experience that includes a minimum of 3 years of service in a supervisory/managerial capacity and a Bachelor's degree in a relevant discipline. A combination of public and private sector experience will be considered favorably. First time directors are encouraged to apply.



# COMPENSATION AND BENEFITS

The salary range for this position is: \$248,788 - \$301,038. The City of South San Francisco offers a competitive management benefits package that includes:



## RETIREMENT

CalPERS retirement formula is 2% at age 60 for Classic members or; 2% at age 62 for “new members” as defined by Government Code §7522.04(e). Social Security and Medicare participation. City contributes equivalent of 1.5% of base pay towards a medical after-retirement account, with a \$100/month employee contribution.

## ADMINISTRATIVE LEAVE

80 hours annually.

## VACATION

Fifteen to thirty working days annual vacation, based on the length of service. Employees may cash out 120 hours per year if compliant with policy provisions.

## HOLIDAYS

Thirteen total paid holidays per year plus one floating holiday.

## HEALTH INSURANCE

City offers a choice of medical HMO or PPO plan, and offers vision and dental coverage. City pays 100% of vision and dental premiums for employee and eligible dependents. Employees shall contribute 15% of the HMO premium cost based on category of coverage (single, two, family). For PPO, employee pays cost difference between PPO and HMO plans. The City offers a discretionary benefit account for employees who demonstrate health coverage elsewhere.

## TERM LIFE/AD&D INSURANCE

City paid \$50,000 per policy. Employee paid supplemental life is available.

## SHORT & LONG-TERM DISABILITY

City paid coverage.

## VEHICLE ALLOWANCE

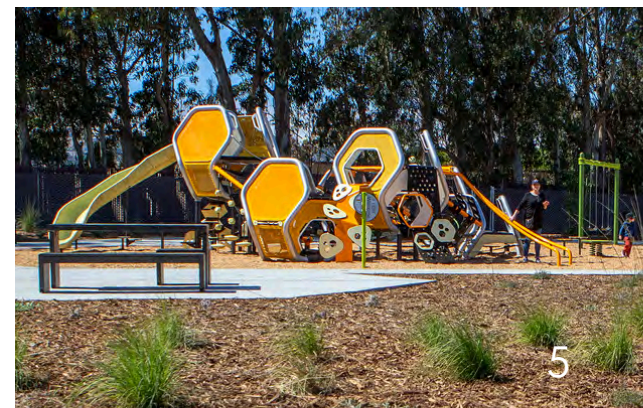
\$450 per month.

## PROGRAMS

Voluntary 457 Deferred Compensation Plan, Paid Family Leave, Health Care and Dependent Care Flexible Spending Accounts, Employee Assistance Program are available.

## OTHER BENEFITS

Wellness benefit of \$1,000 per fiscal year; Education Expense Reimbursement up to \$5,000 per fiscal year; Childcare subsidy of 50% discount towards City run childcare program; voluntary commuter benefits participation; and free enrollment in up to 8 recreation classes annually.



# THE APPLICATION PROCESS

To be considered, applicants must submit the following REQUIRED items:

- City application
- Resume
- Responses to the supplemental questionnaire
- Writing sample (this must be a document that the applicant has authored, i.e., staff report, board report, public notice, or similar business-related professional correspondence). Document must reference applicant's name.

# THE SELECTION PROCESS

The most highly suitable and qualified candidates will be invited to participate in an oral panel interview. This assessment is tentatively scheduled for Thursday, October 16, 2025.

The top candidates recommended by the oral panel will be invited to participate in a final selection process which will include an informal panel comprised of members from the City's Executive Team.

To review complete job descriptions which include all special requirements, go to [www.ssf.net](http://www.ssf.net)



## HOW TO APPLY

Applications are being accepted for the position of Finance Director with the City of South San Francisco in the Finance Department.

**Application Deadline:** September 26, 2025, or upon receipt of the first 100 online applications, whichever occurs first.



Apply online via CalOpps at:  
<https://www.calopps.org/south-san-francisco>

For questions or assistance, please contact  
Darryel Mickens, Human Resources Manager, at  
[recruitment@ssf.net](mailto:recruitment@ssf.net)