

COMMUNICATIONS SPECIALIST JOB ANNOUNCEMENT



COME JOIN THE POLICE DEPARTMENT!

The City of Foster City is seeking a highly skilled **Communication Specialist** to develop, implement, and manage a comprehensive public information and communications program for the Police department. This position plays a critical role in promoting the department's mission, goals, and values through strategic outreach, education, and public engagement initiatives.

The Communication Specialist will design and execute public relations strategies, oversee media communications, and support departmental leadership on matters involving public affairs. This role requires strong professional judgment, exceptional communication skills, and the ability to operate effectively in high-visibility environments.

ABOUT FOSTER CITY

HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

To learn more about the history of Foster City, visit:

[Foster City Documentary Series Chapter 1 The Beginning Construction of Foster City 1960-1980](#)



"Using data drawn from our 2021 Best Places to Live List, Money ranked cities and towns based on the percentage of their population living within a 10 minute walk of a park. Foster City, California, came out on top, with 100% of its population of 33805 living within a short walk of one of its 24 public parks" - money.com

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

MISSION

The mission of the City of Foster City is to deliver equitable services that are customer focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure innovation, and sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.





THE DEPARTMENT

The Police Department is comprised of two primary divisions working together in support of our mission of maintaining the highest quality of life for those who live, work or visit in Foster City.

The Field Operations Division includes all uniformed personnel who patrol the streets, and respond to crimes and the wide variety of calls for service we receive. This includes Patrol, Traffic, Parking Enforcement, Community Service Officers, and Reserves Officers.

The Administrative Services Division is comprised of the Detective, Youth Services, Property/Evidence, Dispatch, and Records Bureau personnel. It also encompasses the Department's Emergency Service Volunteers and Police Explorers.

THE POSITION

This position develops and delivers a department's public information, media, and outreach efforts—crafting strategic messaging, producing multimedia content, managing digital platforms, and supporting public affairs initiatives to promote the department's mission.

The role maintains strong relationships with City leadership, staff, media, and the community while coordinating events, advising on communication issues, and ensuring consistent, effective public engagement.



ANNUAL SALARY

\$92,018.99

to

\$111,849.71

IDEAL CANDIDATE

The ideal candidate is a proactive, strategically minded communicator who excels at translating complex information into clear, engaging messages. They bring strong experience in public relations, media strategy, and digital content creation, with the ability to manage multiple projects in a fast-paced, high-visibility environment.

They are a skilled collaborator who builds trust with City leadership, staff, media partners, and the community. Creative, organized, and adaptable, they combine strong writing and visual storytelling abilities with sound judgment, professionalism, and a commitment to public service.

EDUCATION & TRAINING

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

Education

Graduation from high school or equivalent; coursework in social media, communications, and journalism is highly desirable, but not required.

Experience

No experience is necessary; one (1) year of paid or documented volunteer experience in an office environment is highly desirable.

Special Requirements

Ability to move boxes, tables and chairs, and equipment weighing up to 40 pounds.

For knowledge, skills, and abilities, review the [Social Media/Communications Assistant](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

- Retirement: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.
- Deferred Compensation: Voluntary 457(b)/VEBA (tax deferred health benefit program).
- Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.
- Work Schedule: Optional 9/80 work schedule. Telework available.
- Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at www.calopps.org