

# DEPUTY CITY CLERK JOB ANNOUNCEMENT



## COME JOIN THE COMMUNICATIONS/CITY CLERK DEPARTMENT!

Do you enjoy working with a team of professionals that are dedicated to the community and public service? Are you interested in being involved in the legislative process and making a difference? Do you pride yourself on being detail-oriented?

The City of Foster City is seeking energetic, self-motivated, and organized candidates for the Deputy City Clerk position in the Communications/City Clerk Department. This is an excellent opportunity for someone seeking variety and challenges in a fast-paced environment while providing quality service to the community with a dynamic team.

# 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 mission of the Communications/City Clerk Department is to accurately record the legislative body's actions, safeguard those documents, and administer open and free elections in full accordance with the law. The Communications/City Clerk Department performs certain legislative functions to ensure the continued operation of the City/District and provides clerical support service to City/District support and operating departments. The Communications/City Clerk Department creates an inspiring, inclusive and diverse culture of public engagement activities that enhance our community relations through genuine dialogue. We are a caring, service-oriented team of skilled professionals who are committed to providing a high level of service in a professional manner to the City Council, all departments, and the Foster City community.

---

## THE POSITION

This class performs a wide range of responsible routine and complex administrative duties specific to the Office of the City Clerk. The position works independently and with minimal direction and follows projects through completion. The Deputy City Clerk is distinguished from other City office administrative classes in that it requires in-depth knowledge of and the ability to interpret comprehensive laws, rules and regulations related to all municipal legislative and election functions and statutory obligations of the Office of the City Clerk.



## ANNUAL SALARY

**\$97,577.17**

to

**\$118,605.55**

## IDEAL CANDIDATE

The ideal candidate for this position will:

- be an experienced communicator with a good understanding of applicable government laws, codes, policies and procedures
- embrace the evolving nature of technology and seek to refine processes where possible
- contribute to a team-oriented environment and maintain effective working relationships with City staff, other public and private agencies, and the public
- be flexible, collaborative, and creative with strong business and political acumen
- be a self-starter who can take on and lead a project from inception to completion

# 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

Equivalent to completion of the twelfth (12th) grade supplemented by course work in public administration or a closely related field

## Experience

five (5) years of increasingly responsible clerical experience in a municipal organization of which at least two years have involved providing administrative office support services at the division or departmental level in a public agency.

For knowledge, skills, and abilities, review the [Deputy City Clerk](#) job description.

# BENEFITS

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

- Retirement Plan: Participation in CalPERS in the @% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66hrs/month); vacation leave based on years of services; administrative leave.
- Deferred Compensation: Voluntary 401(i) that include employer matching, 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](http://www.calopps.org)