



THE CITY OF SOUTH SAN FRANCISCO

*SOUTH
SAN FRANCISCO
THE INDUSTRIAL CITY*

DEPUTY CITY MANAGER





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

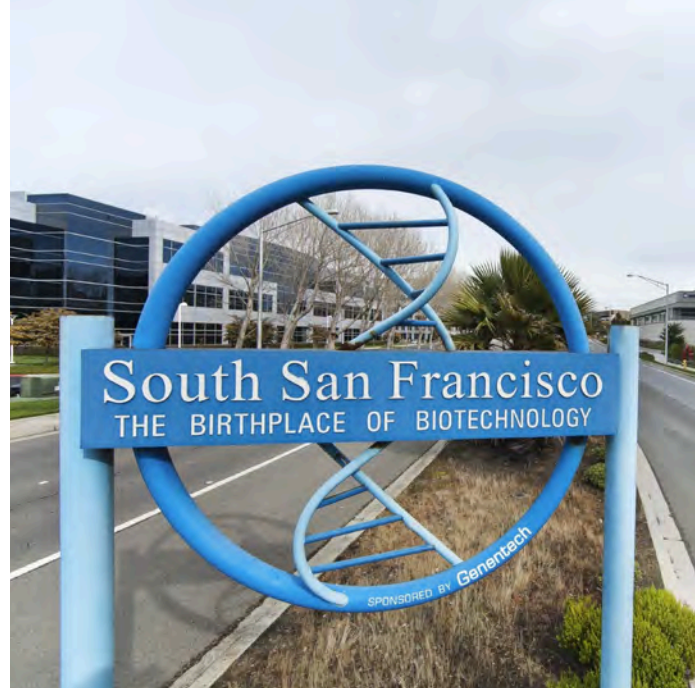
service provides weekday transit to and from San Francisco, Oakland, and Alameda.

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 late Fall 2025.

THE DEPARTMENT

The City Manager's Office (CMO) implements policy decisions of the City Council, provides leadership and strategic direction to the City's leadership team and organization, and ensures that initiatives and programs align with the City's mission and reflect the values of our community. The City Manager's Office provides overall guidance to all City operating departments and is responsible for the administration of City programs to deliver high-quality services while ensuring the efficient and effective management of City resources.

This includes oversight of major City-initiated projects, outreach to and involvement with community members on issues of local concern, direction of the annual budget process, and coordination of City Council agendas.



THE POSITION

Under the direction of the City Manager or designee, the Deputy City Manager provides comprehensive leadership and direction over one or more of the City's functional areas, ensuring appropriate attention and coordination to make significant accomplishments toward these priorities. Those areas include interdepartmental projects or programs; communications and community outreach; sustainability initiatives and programs; policy and legislative analysis and administration; and coordination of assigned staff and services.

Assignments could include community health initiatives, sustainability, special event coordination, data collection and analysis, programs to support the unhoused, workforce engagement, business and economic development, age-friendly initiatives, childcare program

support, grant writing, project management, municipal finance, and other specialized areas aligned with organizational priorities such as the formation of a Community Facilities District East of 101 as an example.

The Deputy City Manager is expected to represent the City Manager's Office through attendance and support at various city-related meetings and events, including City Council meetings, community town halls, and special events. Occasionally, these engagements occur outside of standard business hours, including evenings and occasional weekends, and regular participation is an essential part of the role.





THE IDEAL CANDIDATE

The ideal Deputy City Manager is a dynamic, results-oriented leader that combines exceptional strategic thinking, strong administrative acumen and sound judgment to manage complex operations, lead high-impact projects, and navigate diverse stakeholder environments.

The successful candidate should be an exceptional communicator, who excels at interdepartmental coordination, public engagement, and represents the City with professionalism and integrity. With a comprehensive understanding of legislative processes, policy development, and public sector dynamics, the ideal candidate will also possess the diplomatic and analytical skills needed to support the City Manager's Office in policy execution, legislative strategy, and long-term planning.

A candidate with a background in local government, which includes some supervisory experience; experience negotiating contracts and agreements; and experience or expertise in one or more of the functional areas outlined in the job description is highly desired.

Above all, the ideal candidate is deeply committed to public service excellence. They lead with integrity, accountability, and transparency in a fast-paced, diverse, and evolving municipal landscape, bringing a forward-thinking, collaborative approach that drives innovation, builds community trust, and delivers meaningful results to improve the quality of life for all residents.

Bilingual skills are desirable.



QUALIFICATIONS

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

Experience: Five years of progressively more responsible municipal or county government experience, including two years in a senior management or administrator capacity.

Training: A bachelor's degree from an accredited college or university with major coursework in public or business administration, or related field. A master's degree in public administration or a related field is desirable.

COMPENSATION AND BENEFITS

The salary range for this position is: \$230,339-\$278,699. 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. City provides 100% City-paid short- and long-term disability insurances. 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
- Cover letter
- 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 Friday, June 27, 2025. To review complete job descriptions which include all special requirements, go to www.ssf.net

HOW TO APPLY

Applications are being accepted for the position of Deputy City Manager with the City of South San Francisco in the City Manager's Office.

Application Deadline: May 30, 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