



CITY OF SOUTH SAN FRANCISCO  
EMPLOYMENT OPPORTUNITY

**DEADLINE TO APPLY**  
**WEDNESDAY, JUNE 24, 2026 AT**  
**5:00 P.M. OR UPON RECEIPT OF**  
**THE FIRST 100 ONLINE**  
**APPLICATIONS, WHICHEVER**  
**OCCURS FIRST.**

*For detailed information and to  
apply online, visit:*  
[www.calopps.org](http://www.calopps.org)

**SALARY:**  
\$84,988.00 - \$103,313.00  
Annually

**HOW TO APPLY**  
**FINAL FILING DATE IS JUNE 24,**  
**2026 AT 5:00 P.M. OR UPON**  
**RECEIPT OF THE FIRST 100**  
**ONLINE APPLICATIONS,**  
**WHICHEVER OCCURS FIRST.**

Apply online via CalOpps at:  
[www.calopps.org/city-of-south-san-francisco](http://www.calopps.org/city-of-south-san-francisco)



City of South San Francisco  
Human Resources Department  
650.877.8522 | [www.ssfca.gov](http://www.ssfca.gov) | EOE

Applications are being accepted for the position of:

## Administrative Assistant II

### City Manager's Department

**THE POSITION** | The current vacancy is in the City Manager's Department. The Administrative Assistant II in the City Manager's Department provides crucial administrative support to department operations, communications, volunteer coordination, and public relations. This position is responsible for coordinating office operations, handling confidential documents, and assisting with event preparation. This position requires a high degree of organization, independent judgment, attention to detail, including invoice processing, budget tracking, and calendar management, and the ability to shift quickly from one task to another.

**IDEAL CANDIDATE** | An ideal candidate will be a hands-on individual who exhibits a commitment to high quality work and outstanding customer service and will handle confidential information with sensitivity and tact. Well-qualified candidates will have excellent written communication, organizational and interpersonal skills, and be able to effectively manage multiple tasks and priorities. Proficiency in Outlook and Excel is required. Proficiency in Legistar is desirable. Spanish language fluency is highly 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 office administrative, and/or general clerical experience along with experience in dealing with the public and working in a public agency setting.

**Training:** Equivalent to graduation from high school with supplemental business school or applicable college-level course work. Possession of an Associate of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for two years of the experience listed above.

**SELECTION PROCESS** | The process will first consist of a review of applications. Applicants whose submitted applications demonstrate knowledge, skills and abilities in alignment with the required and desired qualifications of this position will be selected to participate in the next phase of the qualification and selection process, which will consist of the following steps:

1. **Written Examination** - The written examination is tentatively scheduled for Monday, July 27, 2026 and will assess reading comprehension, written communication, and vocabulary skills. A minimum passing score of 70% on the written examination is required. Note: Achieving the minimum passing score does not guarantee advancement to the next phase. Only the top-scoring candidates from among those who pass the written examination will be invited to participate in the oral panel interview.

2. **Oral Panel Interview** - Candidates invited to this phase will participate in a structured oral panel interview, tentatively scheduled for the week of August 10, 2026. A minimum passing score of 70% for the oral interview is required.

Candidates who meet the minimum passing criteria on both the written examination and oral panel interview as noted above will be placed on the Eligible List. A candidate's final score will be calculated by combining results from both phases of the process as follows: written examination (weighted at 40%), oral panel interview (weighted at 60%). Top scoring candidates on the Eligible List will be invited to the next phase of the selection process which will consist of the following: a departmental interview.

*This announcement is meant only as a general description guide and is subject to change. It does not constitute an expressed or implied contract. Posting of May 2026.*