

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Administrative Assistant II

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | FRIDAY, OCTOBER 31, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org

SALARY: \$84,988.00 - \$103,313.00 annually



The City Manager's Office seeks a motivated and dependable individual to provide crucial administrative support to department operations, communications, volunteer coordination, public relations, and sustainability. This position is responsible for coordinating office operations, handling confidential documents, and assisting with event preparation. The Administrative Assistant II plays a key role in maintaining effective communication between staff, City officials, and the public while also supporting day-to-day operations to ensure the smooth functioning of the Office. This position requires a high degree of organization, independent judgment, and attention to detail.

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. 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 office administrative, secretarial, 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.

HOW TO APPLY | FINAL FILING DATE IS OCT 31, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Apply online via CalOpps at:

<https://www.calopps.org/city-of-south-san-francisco>

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 the week of December 1, 2025 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 January 5, 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% of the final score
- Oral panel interview: weighted at 60% of the final score

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.