

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Administrative Assistant II

Bilingual - Spanish

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

DEADLINE TO APPLY | WEDNESDAY, NOVEMBER 5, 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 South San Francisco Public Library is a full-service library committed to delivering quality services to a diverse community. Library services are available at three sites, including the Main Library (901 Civic Campus Way), the Grand Avenue Library (306 Walnut Avenue) and the Gene Mullin Community Learning Center (520 Tamarack Lane). South San Francisco Public Library is actively committed to providing the best possible combination of library materials and services to meet the informational, educational and recreational needs of our multicultural community, in a professional manner, with a human touch.

IDEAL CANDIDATE | The ideal candidate is someone who balances technical proficiency with excellent interpersonal skills, creating a productive, positive and efficient work environment. The candidate collaborates well with others and is highly organized and detail oriented. They possess strong time-management, decision-making and problem-solving skills and maintain confidentiality while exercising good judgment in handling sensitive information. They also possess excellent communication skills and the ability to effectively manage multiple responsibilities and priorities independently while contributing to the overall success of the department and the City. Spanish language fluency is required.

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.

Licenses/Certificates: Possession of a valid, appropriate California driver's license and a satisfactory driving record, which must be maintained as a condition of employment.

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 12, 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.

HOW TO APPLY

Apply online via CalOpps at:

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

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 October 2025.