

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Deputy City Clerk

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

DEADLINE TO APPLY | OPEN UNTIL FILLED. INTERESTED CANDIDATES SHOULD APPLY AS SOON AS POSSIBLE, AS THE FIRST REVIEW WILL OCCUR ON THURSDAY, OCTOBER 2, 2025.

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



Salary: \$94,452.00 - \$114,795.00 annually

The City Clerk's Office administers the democratic process such as elections, access to records, and all legislative actions, ensuring transparency to the public. The City Clerk's Office is responsible for acting as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk serves as a steward of the democratic process and is a liaison between the City Council and members of the public. The City Clerk is a partner in democracy, providing information and ensuring transparency. The City Clerk is an elected representative of the people and serves a four-year term. The City Clerk has legal responsibilities described in California Government Code Sections 40800, et seq., the Elections Code, and City ordinance.

IDEAL CANDIDATE | The ideal candidate will:

- Be organized, detail-oriented, and a proactive administrative professional with a strong understanding of public records, legal documentation, and city governance processes.
- Possess excellent communication and interpersonal skills, demonstrating the ability to work independently while maintaining a high level of confidentiality and discretion in handling sensitive information.
- Have a proven track record of providing exceptional work in taking meeting minutes, managing complex records systems, preparing public notices, and ensuring compliance with the Public Records Act and the Ralph M. Brown Act.
- Possess a strong understanding of office administrative practices, as well as advanced proficiency with computer applications, including word processing, spreadsheets, and databases, is essential.

Furthermore, this candidate will be adept at managing multiple tasks simultaneously, with a demonstrated ability to prioritize effectively in a fast-paced environment. They will possess the initiative and independent judgment to make procedural decisions with minimal supervision and will be comfortable supporting the City Clerk and other elected officials.

HOW TO APPLY

RECRUITMENT IS OPEN UNTIL FILLED. A FIRST REVIEW WILL OCCUR ON OCTOBER 2, 2025.

Apply online via CalOpps at:
<https://www.calopps.org/city-of-south-san-francisco>

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: Three years of City Clerk's Office support with at least one year of experience in minute taking for an ongoing committee or group. Specific experience working in a City Clerk's office environment is highly desirable.

Training: Equivalent to graduation from high school. Successful completion of one year of business college may be substituted for one year of experience.

Licenses/Certifications: Possession of the following, which must be maintained as a condition of employment:

- A valid, appropriate California driver's license and a satisfactory driving record.
- Certification as a Notary Public.
- Certified Municipal Clerk Designation is desirable.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. Applicants whose submitted application materials demonstrate knowledge, skills and abilities in the best 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 include an oral panel interview and written exercise, tentatively scheduled for **Wednesday, November 5, 2025**, which will be weighted as follows: Oral Panel Interview (70%), Written Exercise (30%). Following this examination, the top scoring candidates will be invited to a final selection interview with the hiring department.