

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Economic Development Specialist

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

DEADLINE TO APPLY | FRIDAY, JANUARY 9, 2026 AT 5:00 PM OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

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



SALARY: \$119,766.00 - \$145,558.00 annually

The Department of Economic and Community Development includes four dynamic divisions that together are responsible for the preservation and improvement of the physical and economic conditions of the South San Francisco community. The goal of the Economic Development Division is to market the City's many economic advantages in order to enhance the competitiveness of our local economy and to maintain a strong and diverse revenue and job base on the Peninsula. The Economic Development Division seeks to develop a viable urban community by supporting the growth of local businesses and local industries and expanding economic mobility opportunities for the community.

IDEAL CANDIDATE | The ideal candidate is a motivated and collaborative economic development professional with a strong understanding of small business development, workforce development, and community and business outreach. They are skilled in research, financial and data analysis, grant administration, and preparing clear reports and outreach materials.

They excel at building relationships with businesses, community groups, partner agencies, and City staff and can confidently interpret and apply complex regulations and policies. The ideal candidate is an effective communicator, organized project manager, and proactive problem-solver who can balance multiple assignments while meeting deadlines.

Technologically proficient and knowledgeable about Bay Area economic trends, they bring sound judgment, strong customer service, and a commitment to supporting a vibrant and resilient local economy.

HOW TO APPLY

FINAL FILING DATE IS JAN 9, 2026 AT 5:00 P.M. OR UPON RECEIPT FOR THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

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 progressively responsible economic development experience.

Training:

Equivalent to a Bachelor's Degree in business administration, public administration, economics, political science, urban planning, or a related field.

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 **Thursday, January 29, 2026.**

Following this examination, the top scoring candidates will be invited to a final selection interview with the hiring department.