

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Management Analyst I

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

DEADLINE TO APPLY | FRIDAY, APRIL 12, 2024 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: \$101,691.00 - \$123,593.00 annually

The City of South San Francisco seeks a creative and motivated individual to perform high-level and complex administrative, program, and project support to the department. The current opening is in the Fire Department, and the incumbent reports to the Fire Chief.

THE POSITION | The ideal Management Analyst will be a resourceful, innovative team member and will have knowledge of principles and practices of project planning, implementation and management; administrative analysis, and report preparation; techniques for the preparation of informational and educational materials; basic supervisory principles and practices; and is comfortable dealing with City staff, representatives of other agencies, organizations, and the public, resolving problems tactfully and effectively. The ideal candidate will use initiative, discretion, and sound independent judgment within policy and procedural guidelines; collaborate with others on large projects, specific assignments, or day-to-day tasks; make effective presentations; can organize their own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction. Excellent interpersonal skills and multi-tasking are also important qualities to have as this position will support multiple divisions in the Fire Department.

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: Six years of progressively more responsible professional, paraprofessional, intern, or related experience in providing a variety of administrative, management, and/or budgetary experience, preferably 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 Degree from a community college or 60 college units with major coursework in business or public administration, political science, or a closely related field may be substituted with two years of experience described above. Possession of a Bachelor's Degree from an accredited college or university is highly desirable and may be substituted for four years of the experience requirement.

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

HOW TO APPLY | FINAL FILING DATE IS APRIL 12, 2024 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Complete online application & supplemental questionnaire at: <https://www.calopps.org/city-of-south-san-francisco>

SELECTION PROCESS | The most highly suitable and qualified candidates who demonstrate the best combination will be invited to participate in an oral panel interview. This assessment is tentatively scheduled for the week of April 22, 2024.