

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](http://www.ssf.net) • EOE

**DEADLINE TO APPLY | FRIDAY, MAY 22, 2026 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](http://www.calopps.org)**



**SALARY:** \$111,051.00 - \$134,971.00 annually

The City of South San Francisco seeks a flexible, team-oriented individual to perform high-level and complex administrative, program, and project support. The current opening is in the Fire Department. The South San Francisco Fire Department provides residents, businesses and visitors with service in fire suppression; emergency medical and ambulance transport; hazardous materials response; urban search and rescue; marine rescue; fire prevention, investigation and public education.

**THE POSITION** | The ideal candidate is a motivated, analytical professional with a strong foundation in public administration, project coordination, and data analysis. They support departmental goals by conducting research, evaluating programs, and developing practical solutions to administrative and operational challenges. They communicate clearly and effectively, both in writing and verbally, and can prepare reports and presentations for diverse audiences. Organized and detail-oriented, they manage multiple priorities, meet deadlines, and maintain accurate records while working both independently and collaboratively.

The ideal candidate is team-oriented and works well with other administrative personnel to move department priorities forward. With knowledge of budgeting, program evaluation, and regulatory compliance, the ideal candidate can analyze data, monitor programs, and make sound recommendations. They build positive relationships with staff, stakeholders, and the community, and demonstrate professionalism, integrity, and a strong commitment to public service.

**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.

**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, tentatively scheduled for **Wednesday, June 24, 2026** and **Thursday, June 25, 2026**. Following this examination, the top scoring candidates will be invited to a final selection interview with the hiring department.

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