

CITY OF SOUTH SAN FRANCISCO  
**EMPLOYMENT OPPORTUNITY**

Applications are being accepted for the position of:  
**Police Communications & Records Manager**

City of South San Francisco • Human Resources Department • 650.877.8522 • [www.ssf.net](http://www.ssf.net) • EOE

**DEADLINE TO APPLY | THURSDAY, APRIL 2, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

**For detailed information and to apply online, visit: [www.calopps.org](http://www.calopps.org)**



**SALARY: \$151,403.00 - \$184,017.00 Annually**

The South San Francisco Police Department's philosophy is one of participative management, with a high degree of emphasis on training and education. It employs team and community-oriented policing and problem-solving concepts and recognizes the importance of staying contemporary with technological advances. The Department acknowledges that the responsibility for public safety and the quality of life in our neighborhood is a responsibility shared with the whole community.

**IDEAL CANDIDATE |** The City of South San Francisco seeks an experienced, collaborative, and forward-thinking leader to manage its Police Communications Center and Records Unit. The ideal candidate brings strong supervisory experience in public safety communications and/or police records management, along with expertise in records compliance. They are skilled in leading teams, managing budgets, implementing system enhancements, and coordinating with staff, vendors, and allied agencies to maintain reliable and effective communications infrastructure. Successful candidates will demonstrate sound judgment, strong organizational and problem-solving abilities, and a proactive approach to process improvement and customer service. They communicate effectively with staff, City leadership, partner agencies, and the public, and lead with integrity, professionalism, and a commitment to operational excellence. Furthermore, the ideal candidate is a knowledgeable public safety professional who will provide steady leadership and support the delivery of responsive, high-quality emergency services to the community.

**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 Thursday, April 16, 2026. Following this examination, the top scoring candidates will be invited to a final selection interview with the hiring 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**

Five years of progressively more responsible police and fire emergency communications dispatcher experience and/or police records management experience, with two of those years as a supervisor and two years of experience related to emergency dispatching.

**Training**

Associate Degree from a community college or 60 college units with major course work in criminal justice, business or public administration or a closely related field. A Bachelor's degree is highly desirable.

**Licenses/Certifications**

Possession of an appropriate, valid 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 2, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

Apply online via CalOpps at:

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