

*Peckham & McKenney*  
*“All about fit”*



**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

**Assistant City Manager**  
CITY OF SOUTH SAN FRANCISCO

## THE COMMUNITY

The City of South San Francisco is located in northern San Mateo County on the western shore of San Francisco Bay, just ten miles south of San Francisco. The city is home to 66,105 residents over its 30 square miles and is centrally located to many of the Bay Area's transportation systems, including Highway 101, I-280, Caltrain, San Francisco International Airport, the Bay Area Rapid Transit District Commuter Rail System (BART), and the San Francisco Bay Ferry.

The city of South San Francisco carries the legacy tagline the "Industrial City," which today defines the industrious, entrepreneurial, and innovative spirit of its residents and businesses. South San Francisco's resident population is composed of very diverse communities of color, with the largest percentage multi-ethnic Asian and Latinx. The City is committed to delivering responsive service to residents and a high quality of life. To support a vibrant community, the City maintains 270 acres of parks and open space, two active libraries, and a wide range of learning and recreational opportunities for residents of all ages. The city's strategic location attracts many businesses, academia, and a highly skilled workforce, boasting a strong, diverse economy, with more than 3,200 firms and businesses, a business-friendly

atmosphere, and championing innovation and growth. South San Francisco is home to more than 230 life science companies and is recognized as the "Birthplace of Biotechnology" and the "Biotech Capital of the World" with 12.5 million square feet of biotech labs and another 13.3 million square feet in the current development pipeline. The city is currently experiencing some exciting new public and private development projects, such as a new \$56 million Police Headquarters, a \$103 million civic campus, and a multi-billion-dollar remake of its shoreline along the San Francisco Bay. To learn more about this industrious City, please visit [www.ssf.net](http://www.ssf.net).

## THE ORGANIZATION

The City of South San Francisco was incorporated in 1908 and operates under the Council-Manager form of government. Five City Council members are elected by district in staggered, four-year terms. The City Council directs the City Manager, sourcing and use of City funds, establishes local laws and policies, appoints members to all advisory municipal activities, and sits as the Successor Agency Board of Directors. The City Clerk and City Treasurer are separately elected.

South San Francisco is a full-service City providing municipal services through

approximately 480 full-time and 350 part-time employees, with a FY22/23 budget of \$122.3 million in General Fund and \$301 million in Capital Improvement funds. The city has eleven departments, which include the departments of Economic and Community Development, Finance, Fire, Human Resources, Information Technology, Library, Parks and Recreation, Police, Public Works, the Office of the City Manager and the Office of the City Clerk.

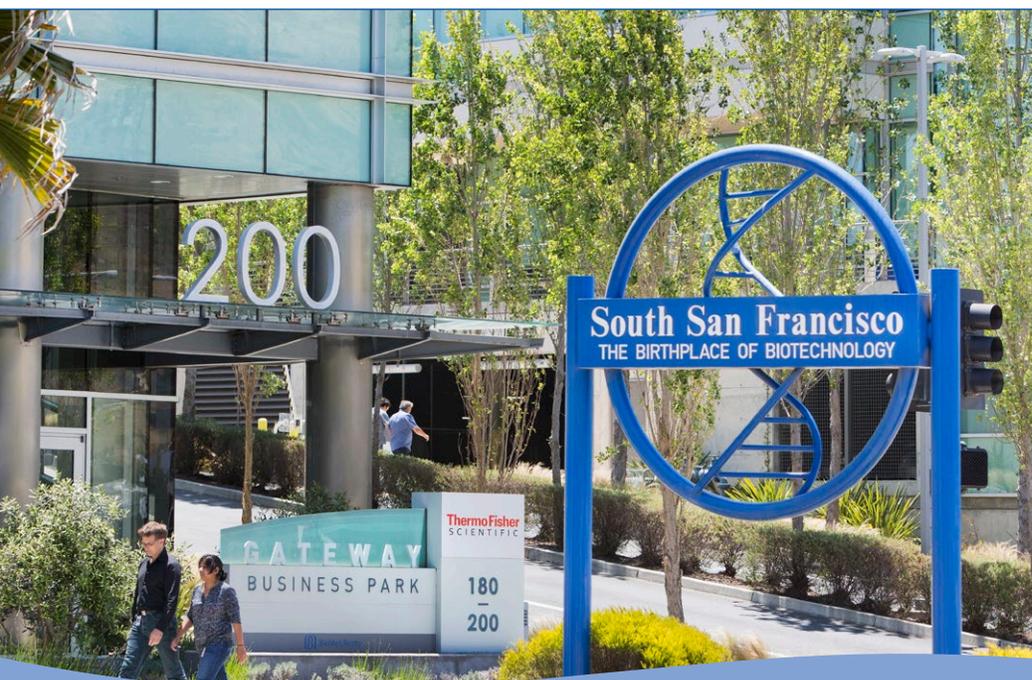
## THE DEPARTMENT

The City Manager's Office implements policy decisions of the City Council, provides leadership and strategic direction to the city's leadership team and organization as well as ensuring that initiatives and programs align with the City's mission and reflect the values of our community. The City Manager's Office is supported by 13.08 FTE and has an annual budget of \$4.5 million. The City Manager's Office provides overall guidance to all City operating departments and is responsible for the administration of City programs to ensure the delivery of high-quality services in an efficient and cost-effective manner.

## THE POSITION

The Assistant City Manager reports to the City Manager and coordinates daily interdepartmental activities and internal City operations with an emphasis on ensuring efficient, effective, and consistent program and policy implementation. The Assistant City Manager serves as a critical member of the City's Executive Team. The Assistant City Manager will identify, analyze, and propose solutions to operational, budgetary, and staff problems, assist City department heads with a variety of administrative projects and issues, perform special studies relating to City administration, and acting as representative of the City Manager's Office.

Key responsibilities include working with and assisting the City Manager in the development of plans, programs, strategies and projects, formulating,



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recommending, and administering polices and procedures, preparing and administering the department budget, analyzing and preparing reports for the City Council, City Manager, Advisory Boards and Commission, investigating and responding to complaints from members of the public, providing advice on administrative, operational and policy matters, providing analysis and recommendations for operational



issues, acting as the City Manager as needed, attending and running staff and Commission meetings, serving as a hearing officer for employee appeals or grievances, and performing related duties and responsibilities as assigned.

## THE IDEAL CANDIDATE

With the recent promotion of Sharon Ranals from Assistant City Manager to City Manager, the City Manager seeks an exceptionally collaborative leader, who has the ability to establish a relationship of confidence and trust with the City Council, the Executive Team, staff, and the community of South San Francisco. This position serves as a key leader within the organization, acting as the City Manager in her absence. The ideal candidate will be knowledgeable of, or have experience in, public agency finance and budget, grant administration, human resources, cutting-edge technology, will work collaboratively with the Equity Officer on DEI strategies and organizational practices, and participate in cross-departmental sustainability initiatives. Experience with project

management, capital projects, and public engagement strategies is highly desirable.

The Assistant City Manager will serve as the Chief Operating Officer, coordinating activities with other city officials, departments, outside agencies, organizations, and the public, and providing responsible and complex staff support to the City Council and City Manager. The City Manager seeks a local government professional to work with and assist department heads troubleshoot departmental focus areas towards viable solutions, be a team player and leader, and work collaboratively with and assist the City Manager with Council related inquiries, requests, and information sharing. This position will manage the City Manager's office staff and oversee special projects, including the childcare master plan, and will serve as the City Manager's liaison to public taskforces, such as the Equity and Public Safety Commission.

The Assistant City Manager will be competent, professional, ethical, politically astute, a team player and have a passion for public service. This candidate will value collaboration, positive relationships, approachability and will have an open-door policy in day-to-day operations. The ideal candidate will bring a proven track record of affecting culture change and encourage, coach, and mentor staff to consider innovative and creative approaches in day-to-day operations. A candidate who communicates clearly and concisely, both orally and in writing, and who is comfortable engaging with internal and external stakeholders will be a good fit for the position. The successful candidate will have the ability to establish and maintain collaborative working relationships with those contacted in the course of work, including City staff, residents, community groups and elected

officials, and demonstrate the ability to establish partnerships with non-profits, private businesses, outside agencies, and all levels of government. This career opportunity is ideal for a proactive individual with initiative, strong problem solving ability, and a balance of technical skills and personal attributes who thrives in a dynamic, fast-moving environment.

City Managers, Assistant or Deputy City Managers, County or District Administrators or Department Heads with operational experience and a collaborative leadership style make ideal candidates. Bilingual candidates are strongly encouraged to apply. Minimum qualifications include a Bachelor's degree from an accredited college or university with major work in Public or Business Administration or related field and five (5) years of progressively more responsible municipal or county government experience, with at least two (2) years of experience as a department head or senior administrator. A Master's Degree in Public Administration or a related field is desirable.



## COMPENSATION AND BENEFITS

The salary range for this outstanding opportunity is \$252,960 to \$306,084 with a 3% COLA scheduled for July 1, 2023. Placement within this range is dependent upon qualifications. In addition, the City offers an attractive benefits package, including:

**RETIREMENT:** The City participates in CalPERS with a 2% @ 60 for classic members with a current employee contribution of 7% and a 2% cost share. For new employees covered under PEPRA, the retirement formula is 2% @ 62 with an employee contribution of 50% of normal cost (7.25% Effective July 1, 2023). The City participates in Social Security.

**MEDICAL INSURANCE:** City offers a choice of PPO, HMO (two providers), or HDHP plans. The City contributes 85% of the HMO health premium cost based on the category of coverage (single, two, family). Employees who have medical coverage elsewhere may waive the City's medical, dental, and vision coverage and elect to have the City contribute \$550 per month into a medical after retirement account.

**MEDICAL AFTER RETIREMENT ACCOUNT (MARA):** City annually contributes 1.5% of employee base salary and employee contributes \$50 biweekly.



## SEARCH SCHEDULE

Filing Deadline.....June 7, 2023  
Preliminary Phone Interviews w/Recruiter..... June 19 & 20, 2023  
Recommendation of Candidates .....June 28, 2023

### Finalists Interviews:

Panel Interviews.....July 12, 2023  
Finalist(s) In-Person Interview  
w/City Manager (2 pm - 5 pm).....July 13, 2023

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

**VISION INSURANCE:** City paid for employee and dependents.

**DENTAL INSURANCE:** City paid for employee and dependents.

**DEFERRED COMPENSATION:** Voluntary 457 plan.

**VACATION:** Up to 30 days per year, depending on years of service.

**VACATION CASH-OUT:** Employees may cash out 120 hours of vacation per year.

**HOLIDAYS:** 13 holidays per calendar year plus 1 floating holiday.

**ADMINISTRATIVE LEAVE:** 80 hours per year.

**SICK LEAVE:** 96 hours per year.

**LIFE INSURANCE:** City paid \$50,000 policy. Supplemental Life Policy is available.

**AD&D:** City paid \$50,000 policy.

**VEHICLE ALLOWANCE:** \$450 per month.

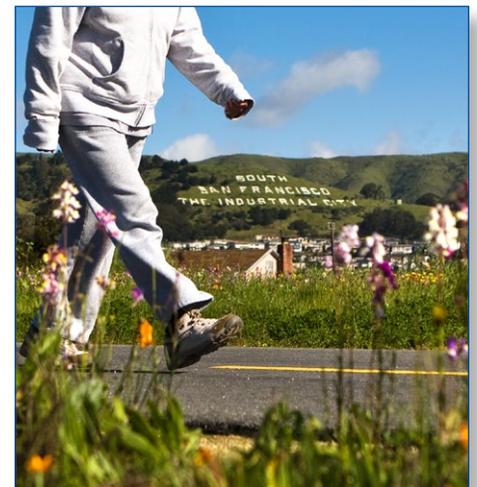
**PERSONAL AND PROFESSIONAL DEVELOPMENT:** \$1,000 per fiscal year.

### EDUCATION EXPENSE

**REIMBURSEMENT:** 50% of costs, up to \$5,000 per fiscal year.

**CHILD CARE SUBSIDY:** 50% discount towards City-run childcare program and free recreation classes.

*The City of South San Francisco is an Equal Opportunity Employer*



## THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

**Peckham & McKenney**  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Please do not hesitate to contact Maria Hurtado toll-free at (866) 912-1919, by cell at (831) 247-7885 or via email at [maria@peckhamandmckenney.com](mailto:maria@peckhamandmckenney.com), if you have any questions regarding this position or the recruitment process.

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