

CITY OF SOUTH SAN FRANCISCO  
**EMPLOYMENT OPPORTUNITY**

Applications are being accepted for the position of:

# **Management Analyst II**

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

**DEADLINE TO APPLY | MONDAY, APRIL 3, 2023 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 50 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

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

**SALARY RANGE:** \$107,515 to \$130,666 annually



The current opening is in the Housing Division of the Economic & Community Development (ECD) Department and reports to the Housing Manager. An eligible employment list will be established as a result of this recruitment and will be used to fill the current vacancy and any additional Management Analyst vacancies in other departments that may occur during the life of the eligible list.

The Department of Economic and Community Development is responsible for the preservation and improvement of the physical and economic conditions of the South San Francisco community. The Department provides the administrative oversight that contributes to the successful completion of the goals, objectives, and daily operations of the Planning, Building, Economic Development, and Housing Divisions.

**IDEAL CANDIDATE |** The Management Analyst II performs a variety of duties for the Housing Division, which may include below market rate housing administration; developer negotiations regarding affordable housing; housing policy and program design and implementation; legislative policy research; affordable housing fund administration; Community Development Block Grant (CDBG) administration and support; and drafting reports and delivering presentations to boards, commissions, and City Council.

This position is expected to play a close, collaborative role with the division manager and department director in analyzing various housing issues and helping to develop the vision, goals, and organizational direction of the department – during a very exciting, dynamic time for the City. We are looking for candidates who have proven to be dedicated, creative, energetic, conscientious professionals with strong analytic and interpersonal skills, and with a demonstrated interest in housing policy and programs.

**This position observes a hybrid work model: Up to two days per week of remote work schedule, including some in-person and virtual meetings.**

**HOW TO APPLY | FINAL FILING DATE IS APRIL 3 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 50 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

Complete online application form and supplemental questionnaire at:

[SSF MAIL CalOpps Announcement](#)

**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:** Four years of progressively more responsible professional, paraprofessional, or related experience in providing a variety of administrative, management, and/or budgetary experience, preferably in a public agency setting.

**Training:** A bachelor's degree from an accredited college or university with major coursework in business or public administration, public policy, public information, political science, or a closely related field to the assigned work..

**Licenses and Certificates:** Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

**SELECTION PROCESS |** The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. A resume may be included but *does not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in an oral panel interview (weighted at 100%), tentatively scheduled for **the week of April 10 or April 17, 2023.**

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.