

# Foster City is a Great Place to Live, Work and Play!

## DEPUTY CITY MANAGER – ECONOMIC DEVELOPMENT



### HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

### THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2024-2025 budget of \$142.8 million. Projected staffing includes 179 FTEs.

### MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.

### THE DEPARTMENT

The [City Manager's Department](#) assists the City Council to achieve its vision for the community, manages the City's resources in a fiscally responsible manner to ensure the continuous delivery of high-quality services that promote the health, safety, welfare, and vitality of the community during normal operations and emergency situations; as a strategic partner to the City, advocates, supports, and maintains the necessary technology to achieve the mission of the organization.

In addition to providing general administrative and legislative/policy support to the City Council and City staff, the City Manager's Department provides specific Citywide oversight in the following areas: Economic Development, Sustainable Foster City, Public Information, Community Relations, Budget, Animal Control, Transportation, and Emergency Preparedness.

### THE POSITION

This is an executive management position requiring significant administrative, analytical, and technical skills. Under administrative direction, provides comprehensive leadership and direction and a variety of management/organizational analysis; conducts financial analysis, administrative coordination work, and program management for departments or divisions as assigned by the City Manager.

In addition to the general duties of this classification, the primary focus of this position will be responsible for assisting the City Manager in developing and implementing the goals, objectives, policies, and priorities for creating inclusive economic opportunity for all businesses and residents of Foster City.



### IDEAL CANDIDATE

The City of Foster City is looking for a Deputy City Manager who has a passion for community engagement, economic development, and public administration. They will be able to make decisions independently within legal and general policy and regulatory guidelines.

The ideal candidate is someone that demonstrates excellent written and verbal communication skills with a proven track record of successful project management. They will have excellent analytical skills with the ability to coordinate multiple projects.

### *Yearly Compensation*

*\$219,347.04 to \$266,617.68*

### EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

**Education:** Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, finance, or a related field. A master's degree in business or public administration is preferred.

**Experience:** Five (5) years of management or administrative experience in municipal administration, economic development, or real estate. Experience working within a public sector agency is preferred but is not required.

**License and Certificates:** Valid California Class C driver's license with satisfactory driving record and automobile insurance.

**For knowledge, skills, and abilities, review the [Deputy City Manager](#) job description.**

## BENEFITS

The City of Foster City provides a superior benefits program which includes:

**Retirement Plan:** Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

**Leaves:** 12 paid holidays; sick leave (5.66 hrs/month); vacation leave based on years of service; administrative leave.

**Deferred Compensation:** Voluntary 401(a) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).

**Health Benefits:** Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

**Work Schedule:** Optional 9/80 work schedule. Telework available.

**Other:** Long-term disability insurance; and life insurance.



## SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

## TO APPLY

A City/District application is required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at [www.calopps.org](http://www.calopps.org). Note: When completing the application, please place "See Resume" in the job history portion of the application.

