

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

MANAGEMENT ASSISTANT



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, Information Technology, and Emergency Preparedness.

THE POSITION

This is a full-time classification in the management group. Under general supervision, performs a wide variety of responsible, complex and confidential administrative duties in support of a department head and overall function of department; performs complex duties that require considerable confidentiality with sensitive information, initiative, mature and independent judgment; strong interpersonal and organizational skills; coordinates meetings and activities with other departments and outside agencies; may supervise, develop and evaluate clerical staff and office procedures.



IDEAL CANDIDATE

The City of Foster City is looking for an experienced and dedicated Management Assistant who has knowledge of the organization and structure of municipal governments and an understanding of public service core values.

The ideal candidate for this role will also possess excellent communication skills, both verbal and written, which are necessary for interacting with staff, City Council, and the public.

This position provides administrative support to the City Manager's office and will work with other departments within the City. The candidate should be organized, detail-oriented, and have good interpersonal skills. They should be collaborative and helpful as they will assist with inquiries from the staff and the public.

Monthly Compensation

\$6,455.99 to \$7,847.29

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 completion of high school. Post high school or specialized administrative support training is desirable.

Experience: Four years of increasingly responsible experience providing project management support; at least two years of administrative support to a manager at an executive, division or department head level. One year of supervisory experience is desirable.

License and Certificates: Possession of a valid California Class C Driver's License with a satisfactory driving record is required for the position.

For knowledge, skills, and abilities, review the [Management Assistant](#) 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. Applications may be submitted online at www.calopps.org

