



**NOTICE OF RECRUITMENT
ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES**

NOTICE is hereby given of vacancies for the following advisory bodies:

Conference Center Authority

Business or Community Representative

**One (1) partial term seat is vacant due to resignation
(Partial term expiring April 25, 2026)**

Library Board

One (1) seat is vacant

Measure W Citizens' Oversight Committee

One (1) seat is vacant

**One (1) partial term seat is vacant due to resignation
(Partial term expiring February 11, 2029)**

**One (1) alternative seat is vacant
(Non-expiring term)**

Parks and Recreation Commission

**One (1) partial term seat is vacant due to resignation
(Partial term expiring December 31, 2026)**

Youth Commission

Three (3) seats are vacant

**One (1) partial term seat is vacant due to resignation
(Partial term expiring February 11, 2027)**

AGENCY RESPONSIBILITIES & MEETING TIMES

The **Conference Center Authority** meets on the third Monday of every other month, at 5:15 p.m. at the South San Francisco Conference Center. Commissioners are appointed to four (4) year terms and are limited to three (3) consecutive terms. The purpose of the Authority is to manage, operate, market, maintain, and promote the South San Francisco Conference Center. Applicants for the Hotel Representative seat must work for or own a hotel located in South San Francisco.

The **Library Board** meets on the fourth Tuesday of the month at 6:00 p.m. Board members serve a three (3) year term and are limited to four (4) consecutive terms. The Library Board works in conjunction with the Library Director to develop plans of service, evaluate and advise the council and staff on the need for services and programs, and adopt policies as necessary for the administration of the library.

The **Measure W Citizens' Oversight Committee (COC)** meets every even month at 6:30 p.m. The Committee meets with the City's independent auditor at the initiation of each annual financial audit process to outline issues of particular interest to the Committee. The Committee reviews the annual audit prepared by the City's independent auditor related to the prior fiscal year's collection and expenditure of revenue from the tax authorized by Measure W. The Committee reports to the City Council regarding the accuracy of the auditors' findings regarding Measure W revenues and expenditures. The Committee's annual report offers independent verification regarding the independent auditor's findings related to whether the funds collected are spent in accordance with the terms of Measure W.

The **Parks and Recreation Commission** meets on the third Tuesday of the month at 7:00 p.m. in the Library Parks and Recreation Building located at 901 Civic Campus Way in South San Francisco. Commissioners are appointed to four (4) year terms and are limited to three (3) consecutive terms. The Commission advises the Council on matters pertaining to public recreation, including parks and playgrounds. The Commission also assists in the planning of a complete recreation program and in the planning of a department budget.

The **Youth Commission** meets on the first Monday of the month at 6:30 p.m.. Commissioners are appointed to two (2) year terms and are limited to three (3) consecutive terms. The purpose seeks to address issues affecting youth through collaboration with the City Council and SSFUSD School Board. This opportunity allows for students and youth to engage in local government while learning about how decisions made affect daily life, in addition to how Boards and Commissions are involved in the process.

REQUIREMENTS

- Applicants must be **residents** of the City of South San Francisco.
- *Applicants for the **Youth Commission** must live within the limits of the City of South San Francisco or be current or former students of the South San Francisco Unified School District.*
- Applications must be **TYPED**

HOW TO APPLY

[Download the application](#) and submit it by one of the following methods:

1. Submit Online: ssfca.gov
2. E-mail: One copy of the **typed**, completed, and signed application to: all-cc@ssfca.gov
3. Mail:
Office of the City Clerk
P.O. Box 711
South San Francisco, CA 94083

The application submission deadline has been extended to **Friday, March 6, 2026**. Postmarks do not count; applications must be received by 5:00 p.m. on the deadline date.

INTERVIEWS

The City Council will consider filling the above-identified vacancies upon reviewing applications filed with the Office of the City Clerk, with interviews *tentatively* scheduled on **Wednesday, March 18, 2026**.

Individuals selected to serve on a City Board, Commission, or Committee may need to file a California Fair Political Practices Commission Statement of Economic Interest (Form 700) and complete biennial ethics training (AB 1234).

Applications are accepted continuously for all Boards and Commissions and will remain valid for one year from the date of submission. Those who have submitted applications for the above positions within the past year do not need to reapply. If you are unsure of your submittal date, please call the Office of the City Clerk at (650) 877-8518 or email all-cc@ssfca.gov.

Dated: February 6, 2026

/s/ Rosa Govea Acosta
City Clerk