

THE CITY OF SEBASTOPOL IS SEEKING
PROFESSIONAL LEADERSHIP IS IT YOU?
WE ARE NOW ACCEPTING APPLICATIONS FOR A



COMMUNITY DEVELOPMENT DIRECTOR

- SALARY: \$13,064 - \$15,878 MONTHLY
- 4/ 10 WORK SCHEDULE ONSITE
- PLUS AN OUTSTANDING BENEFITS PACKAGE
- OPEN UNTIL FILLED

JOIN US TODAY!





THE COMMUNITY

The City of Sebastopol is a small semi-urban community located in California on the western edge of the Santa Rosa plain. It is 50 miles north of San Francisco, 8 miles west of Santa Rosa, 10 miles from Bodega Bay, and about 15 miles from the Russian River. The City, incorporated in 1902, currently has a population of about 7,800 people and serves a trade area population in excess of 50,000 people. The City produces the majority of the world supply of Gravenstein apples a significant volume of grapes used to curate high quality wines. Sebastopol is also the gateway to the popular Russian River and its surrounding redwood forests, as well as Bodega and Jenner's coastal recreation areas. Whether you live, work or play here; or even if you are just passing through, you are a part of our community, and we welcome you.

THE POSITION

The City of Sebastopol is seeking an engaging, inclusive, and talented leader who is well-versed in current and long-range planning, affordable housing, and development activities including economic development. The incumbent will oversee all functions and activities of the Community Development Department. Currently, the Department is focused on planning and economic development activities. In the future, the position's duties may include oversight of the City's building activities such as plan checks, building permitting, inspection, and code enforcement.

This position coordinates Community Development Department activities with other City departments, officials, contractors, consultants, outside agencies, and the public to ensure cohesive and efficient development and planning processes. The Community Development Director reflects a demonstrative cultural competency collaborating with all community members regardless of cultural differences or circumstances including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities. This position provides highly responsible and complex professional consult to the City Manager to advance the City's planning, housing, economic development, and building and development goals and objectives and may serve as the City Manager or Assistant City Manager in either manager's absence or as assigned. Performs related duties as assigned.

QUALIFICATIONS

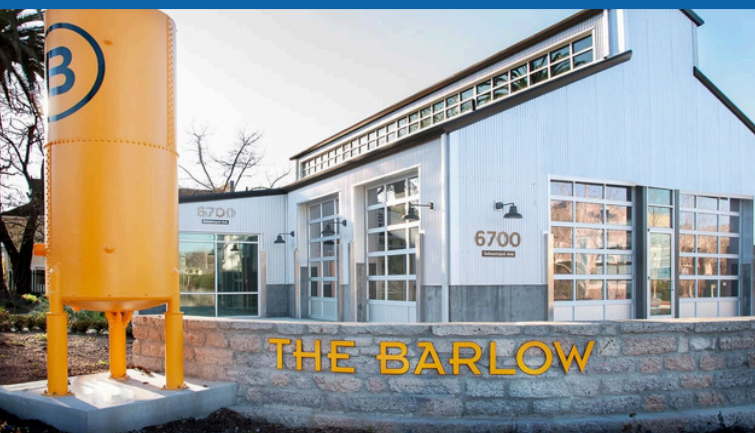
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field.

Experience: Five (5) years of management and/or administrative experience in community development, urban planning, and project administration.

License and Certifications: The ability to convey oneself between multiple geographic locations daily and timely or possession of, or ability to obtain, a valid California Driver's License by time of appointment.





IDEAL CANDIDATE

The ideal candidate will:

- Be a professional, dedicated, and enthusiastic leader who can guide a vision for the City and see the challenges as opportunities for improvement.
- Provide leadership that inspires and encourages others to achieve their best and who will build diversity and inclusion as key components of leadership, business planning, and customer service.
- Have the ability to manage the economic development and community vitality of the City.
- Bring several years of experience in managing complex technical, long-range and current planning projects and possess expertise and knowledge in the California Environmental Quality Act (CEQA), the National Environmental Planning Act (NEPA) and the inclusive and engaged planning culture that exists in the State of California.
- Be able to understand current planning and process details, and the nuances of meeting the community and developers' needs, and effectively interpret local, state, and federal building and zoning codes, regulations, and laws to make sound and timely decisions.
- Be able to communicate effectively, demonstrate emotional intelligence and political understanding, and a desire to improve the customer service experience will ensure efficient management of the day-to-day department and staff needs.
- Provide timely development of plans and achieve the Council's goals.
- Be able to adjust quickly to changing priorities and conditions, and establish positive relationships with colleagues, employees, the public, and other stakeholders.

BENEFITS

The City of Sebastopol provides an excellent compensation and benefits package that includes the following:

- Under the current compensation and benefits resolution employees have a choice of Kaiser or REMIF Anthem Blue Cross Health Insurance for employee and dependents and the employer contributes 100% of lowest cost premium. Employees pay premium differences for higher cost plans.

Benefits Continued:

- Employer contributes 100% of the premium for Dental & Vision Benefits
- Short/Long-term Disability Ins. administered through Lincoln Financial Group
- Life Ins. - \$50,000 for employee. Increased coverage may be purchased by employee PERS Pension Plan (2% @ 55 for Classic Members. 2% @ 62 for PEPR Members (hired after 1/1/13).
- Deferred Compensation Plans are available Worker's Compensation benefits
- Vacation, and Sick Leave accrual benefits.
- 100 hours of Administrative Leave (Prorated)
- 15 paid Holidays; Funeral, Medical, Family & Personal Leave benefits
- Longevity Pay granted after completion of 5 years at 2%, 10 years at 4%, 15 years at 6%, 20 years at 8%, and 25+ years at 10% Section 125 pre-tax premium plan available Mileage Allowance & Business Travel expense reimbursement per Travel Policy
- Please refer to the Management/Mid-Management Un-represented Resolution for a comprehensive list of benefits and services at <https://www.ci.sebastopol.ca.us/City-Government/DepartmentsServices/Administrative-Services-Department/Employee-Benefits>.
- Select "Employee Relations".

HOW TO APPLY

Qualified candidates are invited to apply by submitting a Letter of Interest and a focused resume detailing their recent experience and demonstrated career accomplishments relevant to this position along with their completed application and supplemental questions to CalOpps.org. <https://www.calopp.org/city-of-sebastopol> or scan QR code below:

This position is **OPEN UNTIL FILLED** the first review of applications will occur during the weeks following the June budget hearings. Additional inquiries about the position or candidates with a disability who may require special assistance in any phase of the recruitment process should advise Danielle Oliveira from Muchmore Than Consulting danielle@muchmorethanconsulting.org.

Recruitment Services Provided by:



SCAN ME

