



THE CITY OF SEBASTOPOL IS SEEKING
A PROFESSIONAL

CITY CLERK

Salary: \$100,278 - \$121,889 Annually

Plus an outstanding benefits package

Deadline to apply: September 10, 2026, 11:59 PM

APPLY TODAY!



7120 Bodega Ave. Sebastopol, CA 95472



www.cityofsebastopol.gov

THE CITY OF SEBASTOPOL WELCOMES YOU!

THE COMMUNITY

The City of Sebastopol is located in Sonoma County, a region that produces the majority of the world's supply of Gravenstein apples and 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, collaborative, and organized leader who is well-versed in legal compliance. The City Clerk will plan, organize, direct, and review the activities of the City Clerk's Office, including City Council agenda preparation, records management, and the conduct of municipal elections. The selected candidate will coordinate assigned activities with other departments and outside agencies and provide highly responsible and complex administrative support to the City Manager and City Council.

The City Clerk will demonstrate cultural competency working 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.

The City Clerk is an at-will executive management position responsible for overseeing the administration and daily operations of the City Clerk's Office. Reporting directly to the City Manager, the City Clerk also serves as Clerk to the City Council and acts as a key advisor on statutory, legislative, and administrative matters. This single-position classification exercises a high degree of autonomy, discretion, and independent judgment in carrying out its responsibilities and ensuring compliance with applicable laws, regulations, and governance practices.



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience: Five (5) years of progressively responsible administrative experience in a City Clerk's Office or similar clerk experience for a public body, attesting to documents, responsible for official records, and administering public meeting laws, including two years of functional or direct supervisory responsibility.

License and Certifications:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.
- Possession of certification as a California Municipal Clerk within thirty-six months of appointment. Maintenance of a current and valid CMC designation within six months and, once acquired, is a condition of employment.
- Ability to obtain and maintain a California Public Notary designation within six months of appointment.



IDEAL CANDIDATE

The ideal candidate will:

- Understand the principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk functions.
- Provide a high level of customer service by effectively addressing the public, vendors, contractors, City staff, and City Council.
- Possess administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Possess professional experience in a municipal City Clerk's Office.
- Be skilled in delegation and active involvement, problem-solving, and a commitment to driving progress.
- Possess a positive attitude even in the face of challenge and discord.
- Provide leadership and mentoring that inspires and encourages others to develop skills, be prepared for advancement, and achieve their best.
- Ensure that projects are completed efficiently, on time, and within budget.
- Be able to communicate effectively, demonstrate emotional intelligence and political understanding.
- Be able to adjust quickly to changing priorities and conditions, and establish positive relationships with colleagues, employees, the public, and other stakeholders.



BENEFITS OVERVIEW

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

- **CalPERS Retirement Plan:** Employee retirement benefits are provided through CalPERS. Employees covered under PEPRa contribute a portion of their retirement costs through payroll deductions. For FY 26-27, Classic Members: Employee contribution rate of 7% of pensionable compensation. PEPRa Members: Employee contribution rate of 7.75% of pensionable compensation.
- **Health Insurance:** The City pays for Kaiser HMO coverage. Employees may choose Anthem Blue Cross instead and pay any additional premium cost. Employees who waive City-sponsored health insurance and provide proof of other health coverage may receive an in-lieu payment equal to 20% of the applicable City-paid health insurance premium.
- **Dental and Vision Coverage:** The City will provide dental and vision insurance for the employee and their eligible dependents.
- **Sick Leave:** The City currently provides 120 hours per year or 10 hours a month (4.6154 hours a pay period).
- **Vacation:** Employees begin accruing vacation leave at a rate of 10 working hours per month. As employees reach service milestones with the City, their vacation accrual rate increases based on years of service.
- **Administrative Leave:** 100 hours of Administrative Leave with pay during each fiscal year (50 hours accrued on July 1st and 50 hours accrued on January 1st). The City will pay out the balance in your Administrative Leave accrual bank or 40 hours, whichever is smaller. Any balance left in the bank will not carry over from year to year.
- **Holidays:** The City observes 15 holidays.
- The Council values professional development, and it will be considered as the budget allows.

Recruitment Services Provided by:



**THE CITY OF SEBASTOPOL IS AN
EQUAL OPPORTUNITY EMPLOYER**



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 by scanning the QR code below. All materials must be included to be considered as a candidate.

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The City of Sebastopol is not responsible for the failure of internet forms or email in submitting your application. Additional inquiries about the position or candidates with a disability who may require special assistance in any phase of the recruitment process should be directed to Danielle Oliveira from Muchmore Than Consulting danielle@muchmorethanconsulting.org



SCAN ME