



The City of Sebastopol is seeking **TWO** professional, detail-oriented problem-solvers to serve as an
Reopened and revised job description

ADMINISTRATIVE TECHNICIAN

SALARY: \$7,089 - \$8,616 MONTHLY

\$40.90 - \$49.71 HOURLY

PLUS AN OUTSTANDING BENEFITS PACKAGE

4/10 WORK SCHEDULE MONDAY- THURSDAY



THE POSITION

The City of Sebastopol is seeking two diligent, energetic, dependable Administrative Technicians, one to serve in the Public Works Department and the other will serve the Building and Community Development departments. The Administrative Technician will perform a variety of technical-level administrative duties in support of an assigned City department or program. Duties may include areas relating to finance, grants, building, planning, public works, engineering, or general support of City operations. The selected candidates will conduct research, collect and analyze data, and prepare draft reports. In addition to tracking and reporting operational statistics, this position provides technical assistance to management. This is a lead position, assigning, reviewing, and training the work of other lower-level support staff.

The Administrative Technician will reflect a demonstrative 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.

There are two assignments within the City, one located in Public Works and one in City Hall. The Administrative Technicians will be expected to cross-train as emergency coverage for any department's administrative duties.

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 to an Associate'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.

Experience: Two years of progressively responsible administrative and technical support experience.

License and Certifications: The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities, or a valid California Class C driver's license.



HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. <https://www.calopps.org/city-of-sebastopol>. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

The deadline to apply: Monday, July 21, 2025, at 11:59 PM

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position should contact Danielle Oliveira from Muchmore Than Consulting at: danielle@muchmorethanconsulting.org



Recruitment Services Provided by:



THE CITY OF SEBASTOPOL IS AN EQUAL OPPORTUNITY EMPLOYER