



THE CITY OF SEBASTOPOL IS
NOW SEEKING AN EXPERIENCED

PLANNING DIRECTOR

SALARY

**\$136,016 - \$165,318 ANNUALLY
PLUS A GREAT BENEFITS PACKAGE**

DEADLINE TO APPLY

OCTOBER 14, 2025, 11:59 PM



APPLY TODAY!



<https://www.cityofsebastopol.gov/>



7120 Bodega Avenue Sebastopol, 95472





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 a professional, collaborative problem-solver to serve as the next Planning Director. The Planning Director will direct, oversee, and materially participate in the work of the City's Planning Department, including current and long-range planning, maintenance of the General Plan, Housing Element, and zoning codes, and review of proposals for construction and development within the City of Sebastopol. The selected candidate will coordinate activities, permits, and projects with other City departments. In addition to reviewing and preparing recommendations to the Planning Commission on development proposals, and serve as the official secretary and officer of the Planning Commission.

The Planning Director 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.

This position is exempt from the overtime regulations of the Fair Labor Standards Act and is an "at will" classification serving at the pleasure of and receiving administrative direction from the City Manager.

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 planning, environmental design, urban design, or development, project management, 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 planning experience, preferably in a municipal setting, including at least two (2) years of experience with 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 a certification from the American Institute of Certified Planners (AICP) or equivalent professional recognition is desired



IDEAL CANDIDATE

The ideal candidate will:

- Be a proactive leader directing the day-to-day operations and projects for the planning department.
- Be skilled in delegation and active involvement, problem-solving, and a commitment to driving progress.
- Possess a deep understanding of municipal planning, design, construction, and maintenance, along with a thorough knowledge of applicable laws, regulations, and safety standards.
- 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, and have a desire to improve customer service experience.
- 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 Director compensation and benefits package that, at a minimum, includes the following:

- **CalPERS Retirement Plan Membership:** CalPERS determines a member's retirement level. PEPRAs employees pay 50% of the normal cost of retirement, and the employee share is 7.87%.
- **Health Insurance:** City paid Kaiser HMO with the option for the Director to pay the difference and enroll in Anthem Blue Cross Health Plan instead. If the Director provides proof of other health coverage and chooses not to enroll in health care through the City of Sebastopol, the Director will be eligible for 20% of the plan the Director qualifies for as an in-lieu payment.
- **Dental and Vision Coverage:** The City will provide dental and vision insurance for the Director and their eligible dependents, without premium cost to the Employee.
- **Sick Leave:** Director will accrue sick leave as laid out in the City's Personnel Rules, which currently provide 120 hours per year or 10 hours a month (4.6154 hours a pay period).

Benefits continued:

- **Vacation:** Director will be eligible to accrue vacation hours in accordance with the rules, caps, and maximums described in the City's Personnel Rules; initially, the accrual will be 10 working hours per month. During the first six months of employment, the Director will accrue vacation hours; however, the Director may not access or use accrued vacation. Further, vacation accruals will not be reflected on the Director's paystub during the first six months of employment.
- **Administrative Leave:** In fiscal year ("FY") 2025, the Director will be granted 50 hours of Administrative Leave. Beginning in FY 2026, the Director will be granted a total of 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 Director may use this time to take paid leave from work. In the first full pay period of June of each fiscal year, 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.
- The City observes **15 holidays**. A list of holidays can be found in the City Personnel Rules.
- The Council values professional development, and it will be considered as the budget allows.
- The City provides directors a cellular telephone and laptop at City expense, which shall remain the property of the City.

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.calopps.org/city-of-sebastopol> or scan QR code below.

Deadline to apply: Tuesday, October 14, 2025, 11:59 PM

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.



Recruitment Services Provided by:



THE CITY OF SEBASTOPOL IS AN EQUAL OPPORTUNITY EMPLOYER

SCAN ME