

**TAKE PART IN
SUPPORTING THE
CITY OF
SEBASTOPOL
POLICE
DEPARTMENT!**

**THE CITY OF SEBASTOPOL IS CURRENTLY SEEKING
QUALIFIED CANDIDATES FOR THE POSITION OF A
FULL-TIME OR PER DIEM
POLICE COMMUNICATIONS
DISPATCHER**

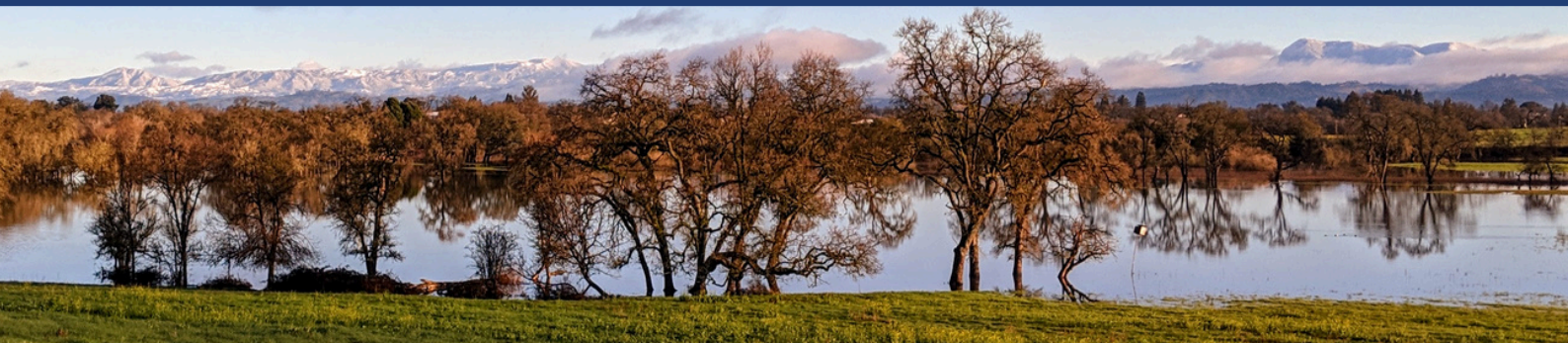
SALARY: \$67,794 – \$82,426 ANNUALLY

PLUS A GREAT BENEFITS PACKAGE FOR FULL-TIME



OPEN UNTIL FILLED

**THE FIRST ROUND OF INTERVIEWS IS ANTICIPATED TO TAKE PLACE ON
MONDAY, DECEMBER 22, 2025. APPLY EARLY TO RECEIVE FIRST CONSIDERATION.**



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

Come join our collaborative and supportive department today. The City of Sebastopol is seeking an outgoing, empathetic, responsible, problem-solver to serve as a Police Communications Dispatcher. The Police Communications Dispatcher receives and processes routine and emergency calls. The incumbent will dispatch police and enter, retrieve, and use data from various automated law enforcement information systems. The successful candidate will coordinate with and transfer calls to other emergency service providers as appropriate. The individual will perform a variety of clerical and technical duties in support of the department's operations. In addition, they will learn applicable policies, procedures, and work methods associated with assigned duties, and perform other related duties as required. This recruitment is to fill a full-time and per-diem position and create a list for anticipated future vacancies. We will be creating two lists, one for already POST-certified dispatchers and one for entry-level dispatchers.

The Police Communications Dispatcher 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.



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: Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate.

Experience: One (1) to Three (3) months related experience and/or training; or the equivalent combination of education and experience.

License and Certifications:

Possession of a valid California Driver's license.

Satisfactorily complete the Public Safety Dispatchers Basic Course as required by P.O.S.T. within 12 months of appointment.

IDEAL CANDIDATE

The ideal candidate will:

- Be a collaborative, inclusive, and encouraging team member.
- Be adaptable and able to work under stressful or difficult conditions.
- Exercise sound independent judgment, discretion, maturity, impartiality, and professionalism.
- Be an effective communicator to a diverse population and workforce, communicating accurately, effectively, and persuasively orally and in writing.
- Be skilled in interpersonal relations with excellent ability to listen and understand, diffuse situations, and build relationships.
- Be a highly disciplined dispatcher demanding a high moral compass of all members of the department and keen political acumen.
- Possess an understanding and acceptance of the cultures within the City and Department, and in the community.
- Being bilingual is highly desirable.

BENEFITS

Per diem: California paid sick leave is available after thirty (30) days of employment at the rate of one (1) hour for every 30 hours worked.

Full-time:

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

Choice of Kaiser or REMIF Anthem Blue Cross Health Insurance for employees and dependents

Employer contributes 100% Kaiser premium.

Employee pays premium difference for Blue Cross

Employer contributes 100% for Dental & Vision Benefits

Life Ins. \$50,000 for the employee. Increased coverage may be purchased by employee

Long-term Disability Ins. administered through PORAC

PERS Pension Plan (2% @ 55 for Classic Members. 2% @ 62 for PEPRA Members (hired after 1/1/13).

Uniform Allowance is \$800 per fiscal year and is non-persable for PEPRA members.

Deferred Compensation Plans are available.

Generous Vacation and Sick Leave accrual benefits.

Holidays 15 paid.

Funeral, Medical, Family & Personal Leave benefits.

Educational and Bilingual Incentive Pay.

Special Pay Overtime: On-Call, Court Time, Field Training, Relief Shift, Graveyard Shift, Mileage Allowance & Business Travel expense reimbursement per Travel Policy.

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% with a maximum not-to-exceed of 10%.

Please refer to the Sebastopol Police Officer's Association (SPOA) Memorandum of Understanding for a comprehensive list of benefits and services at <https://www.ci.sebastopol.ca.us/City-Government/Departments-Services/Administrative-Services-Department/Employee-Benefits/> Select "Employee Relations".



HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply through CalOpps.org here: <https://www.calopps.org/city-of-sebastopol>. Or scan the QR code below.

Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

This position is OPEN UNTIL FILLED
Interviews are anticipated to take place on 12/22/2025. Apply early to receive first consideration.

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

**Recruitment Services
Provided by:**



SCAN ME

THE CITY OF SEBASTOPOL IS AN EQUAL OPPORTUNITY EMPLOYER