

**TAKE YOUR LAW ENFORCEMENT LEADERSHIP EXPERIENCE TO THE NEXT LEVEL!**  
**The City of Sebastopol is currently seeking qualified candidates for the position of:**

## **POLICE SUPPORT SERVICES MANAGER**

**SALARY: \$7,222 to \$8,777 Monthly**

**THE DEADLINE TO APPLY IS FRIDAY, SEPTEMBER 12, 2025 AT 11:59 PM**





**ABOUT 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 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 caring and effective individual, skilled in records management and other police support services, who is also a skilled situational leader to fill the Police Support Services Manager position. The Police Support Services Manager is responsible for planning, organizing, and directing the activities of the communications, records, and property and evidence sections within the Police Department. The successful candidate will oversee, coordinate, and participate in administrative activities in support of Department operations, as well as coordinate section activities with other divisions or departments, and provide high-level technical support to the Chief of Police.

The Police Support Services Manager will demonstrate the ability to work collaboratively with all community members

**ABOUT THE DEPARTMENT:**

The Sebastopol Police Department is a full-service law enforcement agency tasked with providing public safety services to our Sebastopol community. The department is organized into three divisions – Administration, Operations, and Technical and Support Services – and is managed by the Chief of Police, Police Captain (1), and Records Manager/Dispatch Supervisor (1). Our Police Sergeants (4), Police Officers (8), Dispatchers (5), Police Technicians (1), and Community Service Volunteers (1) work collaboratively with our community to deliver professional police services and provide a safe environment for our residents and those who work and visit our wonderful city. The department's mission is to provide a safe environment and enhance the quality of life in our community through exemplary public safety services. The department strives to be a model of excellence by providing professional public safety services with integrity and accountability and partnering with our community.





## **QUALIFICATIONS:**

**Education:** Equivalent to an associate's degree from a college or university with major coursework in criminal justice, business administration, or another field of study applicable to the responsibilities and requirements of this classification.

**Experience:** Four (4) years of progressively responsible experience in law enforcement support activities, including two (2) years of supervisory responsibility.

### **License and Certifications:**

- Possession of at the time of hire and continued maintenance of a valid California Class C driver's license or the demonstrated ability to convey oneself to and from various geographic locations timely.
- Possession of a valid California Law Enforcement Telecommunications System (CLETS) certification within six months of appointment.
- Satisfactory completion of the Public Safety Dispatchers Basic Course as required by P.O.S.T. is required.
- Possession of, or ability to obtain, Peace Officer's Standards and Training (POST) Records Supervisor certificate is desirable.
- Completion of National Incident Management System (NIMS) Training is desirable.
- Possession of a POST Professional Dispatch Supervisor Certificate at hire is desirable.

**BACKGROUND AND EXAM PROCESS:** The successful candidate will be required to undergo a standard Police background investigation, including fingerprinting and a polygraph exam, a psychological evaluation, and a complete physical exam with drug screening.

### **THE IDEAL CANDIDATE WILL:**

- Be understanding and accepting of the cultures within the City and Department, as well as the community.
- Be able to prepare clear and concise reports, correspondence, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Be able to identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Bilingual proficiency is highly desired.

## **BENEFITS OVERVIEW:**

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

Choice of Kaiser or REMIF Anthem Blue Cross Health Insurance for employees and dependents, and the employer contributes 100% of the lowest cost premium. Employees pay premium differences for higher-cost plans.

Employer contributes 100% of the premium for Dental & Vision Benefits.

Short/Long-term Disability Insurance- administered through PORAC

Life Insurance- \$50,000 for employee. Increased coverage may be purchased by employee.

Retirement- PERS Pension Plan 2% @ 55 for Classic Members. 2% @ 60 for PEPPA Members (hired after 1/1/13).

457 Deferred Compensation plans are available.

Vacation and Sick Leave accrual benefits.

15 paid Holidays; Funeral, Medical, Family & Personal Leave benefits.

Payroll Direct Deposit.

Longevity Pay is 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 is available.

Mileage Allowance & Business Travel expenses reimbursed per Travel Policy.

## **APPLICATION PROCESS:**

Qualified candidates are invited to apply by submitting a letter of interest and a focused resume detailing their most recent experience and letter of interest relevant to this position along with their completed application and supplemental questions to CalOpps.org at:

<https://www.calopps.org/city-of-sebastopol> or scan the QR code below.

**The deadline to apply is Friday, September 12, 2025, at 11:59 PM**

The City of Sebastopol is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the recruitment process or have additional questions about the position should contact Danielle Oliveira from Muchmore Than Consulting at: [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org).



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