



**JOIN US IN SHAPING OUR CITY!  
THE CITY OF SEBASTOPOL IS NOW SEEKING AN EXPERIENCED  
PLANNING DIRECTOR**

**Salary: \$136,016 - \$165,318 Annually  
\$11,335 - \$13,777 Monthly  
Plus a great benefits package**

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

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 performs professional planning duties in the fields of long-range planning, current planning, and building permitting, including a variety of diverse professional planning assignments. The incumbent will oversee technical reviews and evaluations of land use and permit applications, handle the most complex customer service issues, environmental impact documents, and construction projects, and provide supervision or lead direction to professional and support staff. The director will ensure compliance with all aspects of the City's General Plan and related ordinances and laws, and perform related work as assigned.

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.

**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.

#### **EXAMPLES OF DUTIES:**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assume full management responsibility for all Planning Department programs, services, and activities, including planning, permitting, code enforcement, and special projects.
- Develop, plan, and implement the goals and objectives of the Department and participate in the development and achievement of City-wide goals.
- Advise the public and applicants on planning and related City regulations.
- Work cooperatively with other City staff members; advise on design review.
- Assist and attend Planning Commission meetings; prepare agendas and reports for the Planning Commission; supervise staffing of the Design Review Board and Tree Board; Public Arts Committee, as well as other committees created and assigned to the Planning Department
- Participate in and make presentations to the City Council, and a variety of boards and commissions, and committees as needed.
- Plan and implement park capital improvement projects; supervise City compliance with California Environmental Quality Act and related state and federal regulations.
- Research, prepare, and implement General Plan and Housing Element updates, as well as zoning code amendments.
- Review plans, drawings, and projects for zoning code compliance.
- Collaborate with other staff members who are part of City staff, including Assistant City Manager, City Clerk, City Engineer, Building Director, Police Chief, Public Works Director, and Administrative Services Director.
- Prepare area studies and other special studies.
- Travel between departments, regional and state meetings, and project sites.
- Oversee the coordination of planning permits and accept for processing building and engineering permits at the public counter.
- Represent the City to outside agencies.
- Prepare, reconcile, and manage departmental budget.
- Perform field investigations and write reports on specifically assigned problems in the field of zoning, subdivisions, park and recreation areas, population movement and traffic, code enforcement, and other land use studies.
- Contribute to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and the City's needs related to the physical and economic development.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

- Assess and monitor the distribution of work, support systems, and internal reporting relationships
- Assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interview, recommendation for hire and train employees; plan, assign, and direct work; appraise performance; develop, reward, and discipline employees; and maintain discipline and high standards necessary for the efficient and professional operation of the Planning Department, and address complaints and resolve problems.
- Identify opportunities for improvement; directs the implementation of change.
- Meet with developers, engineers, property owners, contractors, and other agencies to discuss the merits and concerns of development proposals.
- Represent the City in regional planning and development efforts; provides written interpretations and clarifications of the Planning Code.
- Direct, coordinate, and review amendments to the General Plan; provides general plan and code interpretation as needed.
- Stay abreast of new trends and innovations in the field of community development and other services as they relate to the area of assignment.
- Monitor changes in laws, regulations, and technology that may affect office operations.
- Recommend and administer policies and procedures.
- Prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the department's work plan.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the Planning Department to outside agencies and organizations; participate in outside community and professional groups and committees.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion, and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Principles and techniques of conducting site planning, architectural review, architectural design, urban, and subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws, including but not limited to pertinent local, State, and Federal rules, regulations, and laws.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern principles and practices, technical legal issues, and research methods of municipal planning, zoning, demographics, and environmental management.
- General concepts of construction, architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Permit tracking software and Bluebeam experience is a plus.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of supervision, training, and personnel management.
- Modern office practices, methods, and computer equipment, including relevant software programs.
- Oral and written communication skills; business English, including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

### **Ability to:**

- Interpret and evaluate plans, specifications, legal documents, and planning and zoning matters; analyze, critique, and prepare written assessments of development proposals.
- Understand and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem-solve department-related issues; and explain and interpret policy.
- Contribute effectively to the accomplishments of City goals, objectives, and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Analyze budget and technical reports; interpret and evaluate staff reports and related documents.
- Interpret and apply City and department policies, procedures, rules, and regulations. Accomplishing departmental planning and operational goals and objectives, and furthering City goals and objectives within general policy guidelines.

- Prepare map illustrations, tables, graphs, and other visual media for report and meeting presentations; navigate web-based Geographic Information Systems (GIS) system that includes land use information.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely.
- Develop and implement department policies and procedures.
- Travel between departments and project sites.
- Gain cooperation through discussion and persuasion.
- Supervise, train, and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Read, write, and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to the prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Continuously, sit at a desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weights of 10 pounds or less.

**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 in a role 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.

**ABOUT 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.

## **BENEFITS OVERVIEW:**

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).
- **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.

## **SELECTION PROCESS:**

Each candidate's background will be evaluated based on the information submitted. Only the most qualified candidates will be invited to the next phase in the recruitment process, which may include an oral panel interview and/or practical exercise. Only the names of the most qualified candidates who pass the initial selection process will be submitted to the City for consideration for final selection.

## **APPLICATION PROCESS:**

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 following this link: <https://www.calopps.org/city-of-sebastopol> . 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](mailto:danielle@muchmorethanconsulting.org).

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

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, or basis of disability or any other federal, state, or local protected class.