



**THE CITY OF SEBASTOPOL IS NOW SEEKING A HANDS-ON, PROACTIVE LEADER TO
SERVE AS A
DIRECTOR OF PUBLIC WORKS**

**Salary: \$149,913 - \$182,220 Annually
\$12,493 - \$15,185 Monthly
Plus an outstanding benefits package**

Deadline to apply: Thursday, September 11, 2025, 11:59 PM

The City of Sebastopol is seeking an engaging, inclusive, collaborative, and talented leader who is well-versed in project management, facility and infrastructure maintenance, water distribution and wastewater collection systems, public parks and facilities maintenance, and related laws, regulations, and safety standards. The Director of Public Works will oversee the City Engineer, direct assigned personnel, and coordinate assigned activities with other departments and outside agencies. This position plans, organizes, directs, and reviews the full range of activities, personnel, and operations of the Department of Public Works, including public works construction and inspection, repair and maintenance of City infrastructure and streets, the contract for City Engineer services, and engineering and transportation permits and programs.

The Director of Public Works 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 provides highly responsible and complex professional and administrative consultation to the City Manager and may serve as the City Manager or Assistant City Manager in either manager's absence or as assigned. Performs related duties as assigned.

This is an "at will" classification serving at the pleasure of and receiving administrative direction from the City Manager. This role's duties allow for a broad scope of independent decision-making within legal, policy, and regulatory guidelines. It involves exercising general direction and supervision over professional, technical, and administrative support staff.

IDEAL CANDIDATE: The ideal candidate will:

- Be a hands-on, proactive leader directing the day-to-day operations and projects for the City's water, wastewater, and collections functions, and the department.
- Be skilled in delegation and active involvement, problem-solving, and a commitment to driving progress.
- Possess a deep understanding of municipal infrastructure planning, design, construction, and maintenance, along with a thorough knowledge of applicable laws, regulations, and safety standards.
- Materially participate in the assessment and development of the cost allocation plan, especially as it relates to utilities and the transfer of funds from the General Fund to the utility enterprise funds.

- Direct the process of and approve permits for street closures and special events, grading, and encroachment, and work with the City Engineer to approve engineering-related project permits.
- Oversee and administer the City's facilities leases, which may include negotiations and management of leased properties.
- Provide leadership and mentoring that inspires and encourages others to develop skills, be prepared for advancement, and achieve their best.
- build diversity and inclusion as key components of leadership, business planning, and customer service.
- Demonstrate exceptional problem-solving abilities and innovative thinking.
- Ensure that projects are completed efficiently, on time, and within budget.
- Demonstrate a commitment to sustainability and improving public infrastructure for the community's benefit.
- Be able to communicate effectively, demonstrate emotional intelligence and political understanding, and have a desire to improve customer service experience.
- Ensure efficient management of the day-to-day department and staff needs.
- 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.

- Assumes full management responsibility and directs all public works department programs, services, and activities, including engineering design, public works construction and inspection, repair, and maintenance of City infrastructure, water and wastewater systems, public pools and playgrounds, streets, and transportation programs.
- Directs, manages, administers, oversees, plans, and reviews the work of multiple divisions in the Public Works Department, including engineering design, public works construction and inspection, contract maintenance, repair services, garbage franchise services, maintenance of City streets, storm and sanitary sewers, water distribution and wastewater collection infrastructure, stormwater and runoff mitigation, landscaped areas, facilities, equipment, public pools and playground equipment, and bicycle and pedestrian infrastructure.
- Oversees and manages the City's Capital Improvement Program and the Annual Capital Improvement Plan in conjunction with other assigned City departments (such as the Planning Department for Parks and Housing Projects).
- Approves public works improvement projects for construction upon technical preparation by a licensed civil engineer or technical review by the City Engineer.
- Directs and participates in developing and administering the Public Works Department budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Fosters an environment that embraces diversity, integrity, trust, and respect.

- Develops, directs, and implements department goals, objectives, and work standards for the Department; recommends and administers the development and revision of policies and procedures.
- Prepares, establishes, presents as assigned, and implements appropriate department budget, service, and staffing levels.
- Interprets, implements, directs, coordinates, enforces, recommends changes for, and reviews amendments to applicable ordinances, codes, and resolutions related to the maintenance of City assets and infrastructure.
- Works closely with the City Engineer in reviewing private development projects and preparing project conditions of approval.
- Conducts research and analysis of engineering principles and best practices; asset and infrastructure maintenance and installation; serves as or oversees the services of the City Engineer.
- May serve as City Manager or Assistant City Manager in either manager's absence, as assigned.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents accurate, informative, and compelling staff reports and other necessary correspondence.
- Receives, coordinates, investigates, maintains records for, and resolves questions and complaints about right of way, encroachment, water and sewer infrastructure and services, public pools and playgrounds, and other department functions.
- Manages efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; assesses, evaluates, and identifies opportunities for improvement; directs the implementation of change.
- Analyzes fees and participates in and/or oversees water and wastewater fee studies and hearings.
- Oversees professional service agreements and public contracts, including requests for proposal development, advertising, distribution, selection, award administration, public contract law hiring and reporting requirements, the work performance of consultants and contractors, contract compliance, and project completion audits.
- Conducts various departmental and technical organizational and operational studies and investigations, prepares technical and administrative reports, and recommends appropriate modifications to programs, policies, and procedures.
- Represents the Department at and participates in professional group meetings; provides technical assistance as necessary; stays abreast of new trends and innovations related to the assignment area.
- Monitors laws, regulations, and technology changes that may affect City or departmental operations; implements policy and procedural changes as required.
- Interprets and communicates departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public facility construction, maintenance, engineering, and transportation infrastructure in a municipal setting.
- Principles and practices of governmental administration and organizational management, planning, goal setting, oversight, project management, implementation,

and contract administration.

- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of public agency budget preparation and administration.
- Theories, principles, laws, and regulations relating to public contracting and right-of-way.
- Administrative and supervisory principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Principles and practices of planning, engineering, construction, installation, and maintenance for public facilities and equipment, water and wastewater collection systems and pump stations, and public pools and playgrounds.
- Processes for the efficient operation of facilities, streets, roads, water delivery, and wastewater collection processes.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and techniques of conducting site planning, grading, engineering review, runoff and pollution prevention, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Technical, legal, financial, and public relations problems associated with the management of public works and engineering programs.

Ability to:

- Plan, direct, organize, direct, coordinate, and control the work of field, professional, technical, and administrative support personnel and the administration and operations of the Public Works Department; delegate authority and responsibility.
- Analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem-solve department-related issues; and explain and interpret policy.
- Sit at desk and in meetings for long periods; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use the telephone; write or use a keyboard to communicate through written means, and lift or carry the weight of 10 pounds or less.
- Prepare and administer large and complex budgets; allocate limited resources cost-effectively.
- Assess and recommend revisions for, interpret, implement, and apply City and Department policies, procedures, rules, and regulations; develop department policies and procedures.
- Supervise, mentor, develop, evaluate, and hold assigned personnel accountable; manage projects, programs, and consultants promptly and effectively.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations supporting goals.
- Establish and maintain effective working relationships and work with all individuals and groups tactfully and effectively 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.

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the City.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the Department in stakeholder meetings.
- Effectively and persuasively convey thoughts and ideas.
- Discern and interpret governmental regulations related to public works and engineering programs and activities.
- Develop and inspire staff to meet department and city objectives and benchmarks in an often changing and challenging environment.
- Explain complex ideas in easily understood terms patiently and effectively.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Gain cooperation through discussion, persuasion, and influence.
- Use English effectively and communicate clearly and concisely, orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment, including computer equipment and specialized software applications and programs.

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 graduation from an accredited four-year college or university with major coursework in civil, electrical, mechanical, hydrology, systems control engineering, or a related field.

Experience: Five (5) years of professional experience in asset and infrastructure management, public project and facilities maintenance management, engineering, or utilities management, and administrative and leadership experience in public works, including two (2) years of supervisory experience.

License and Certifications:

- A certificate of registration in one or more areas issued by the State of California is desired: Engineer-in-Training, Water Distribution/Water Treatment, Wastewater Collections. Storm Water Pollution Control.
- The ability to convey oneself between multiple geographic locations daily and timely is required, or the possession of, or the ability to obtain a valid California Driver's License by the time of appointment.

For Public Works Director / City Engineer – The following is required

A certificate of registration as a Professional Civil Engineer issued by the State of California

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 compensation and benefits package that includes the following:

- Under the current compensation and benefits resolution employees have a choice of Kaiser or REMIF Anthem Blue Cross Health Insurance for employee 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 is administered through the Lincoln Financial Group
- Life Insurance - \$50,000 for employee. Increased coverage may be purchased by employee.
- PERS Pension Plan: (2% @55 for Classic Members; 2% @ 62 for PEPRA Members (hired after 1/1/13).
- Deferred Compensation Plans are available.
- Vacation, and Sick Leave accrual benefits.
- 100 hours of Administrative Leave (Prorated).
- 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 available.
- Mileage Allowance & Business Travel expense reimbursement per the City's Travel Policy.
- Please refer to the Management/Mid-Management Un-represented Resolution for a comprehensive list of benefits and services at <https://www.cityofsebastopol.gov/employee-benefits/>.

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.

**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.