

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: August 5, 2025

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**To:** Honorable Mayor and City Councilmembers

**From:** Ana Kwong – Administrative Services Director  
Deborah Muchmore – Human Resources Consultant, MTC

**Subject:** Approve a Resolution Authorizing the Interim City Manager to Revise Classification of Administrative Technician and make future non-substantive corrections.

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**RECOMMENDATIONS:**

Staff recommends the City Council Approve a Resolution Authorizing the Interim City Manager to Revise the classification of Administrative Technician and Authorize future non-substantive revisions and corrections.

**EXECUTIVE SUMMARY:**

On June 3, 2025, the Sebastopol City Council approved changes to the Administrative Technician classification based on recommendations from the classification and compensation study. Since then, staff realized that a key supervisory element from the original job classification was left out of the June 3, 2025 revision. This item corrects that omission by returning the missing language to the Supervision Received and Exercised section of the classification. Approval of this item effects changes to the City’s classification plan to revise the classification of Administrative Technician, which will be used throughout the City as part of the City’s cross-training efforts.

**BACKGROUND:**

The City Council approved changes to the Administrative Technician classification and related specification on June 3, 2025. The revision approved was missing a key supervision element allowing the position to function as a lead worker providing work direction, training, and review of assigned support staff. Approval of this item reinstates the language and has no budget effect.

**DISCUSSION**

This item, if approved, affects revisions to the classifications of Administrative Technician.

The **Administrative Technician** classification is a paraprofessional classification which allows for a broad spectrum of technical and administrative functions and is designed to serve in any City department and be cross-trained for work between departments when necessary or assigned.

As originally written, the following supervisory statements not included in the June 3, 2025, approved version:

*May receive functional direction and training from other executive managers or professional staff to work on intra-departmental or intra-divisional projects.*

*This position may be assigned limited supervisory responsibility over functional and technical tasks for programs or projects they administer, and may direct, provide training to, and review work of support staff assigned by the supervisor.*

*Direct, provide training to, and review the work of support staff assigned by the supervisor, as requested.*

Approval of this item restores the missing language.

Representatives of the Services International Employees' Union and the City met and conferred in good faith regarding the impacts of the changes to the classifications contained in their membership and concur with this item.

#### **BUDGET COMMITTEE REVIEW**

Not applicable

#### **CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council's goals/priorities as follows:

Goal 4 – High Performance Organization

Action Plan 1 - Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management

Action Plan 12 – Cross Training of Administrative Staff/Actions from Class and Comp Study and Staffing Assessment

This agenda item represents the City Council General Plan Consistency (if applicable): Not Applicable

#### **FISCAL IMPACT:**

There is no fiscal impact to retitling or revising classification specifications.

#### **COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has not received any public comment. However, if staff receive public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

#### **RESTATED RECOMMENDATION:**

That the City Council Approve a Resolution Authorizing the Interim City Manager to Revise the classification of Administrative Technician and Authorize future non-substantive revisions and corrections.

#### **CITY COUNCIL OPTIONS:**

1. Approve the revision to the Administrative Technician classification
2. Decline to approve the classification change.

#### **ATTACHMENTS:**

Attachment 1 Resolution and Exhibit A Administrative Technician classification

#### **APPROVALS:**

Department Head Approval: Approval Date: 7/5/2025

CEQA Determination (Planning): Approval Date: 7/5/2025

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines.

Administrative Services (Financial): Approval Date: 7/5/2025

Costs authorized in City Approved Budget: ☐ Yes ☐ No ☒ N/A

Account Code (if applicable) \_\_\_\_\_

City Attorney Approval  
City Manager Approval:

Approval Date: N/A  
Approval Date: 7/27/25

RESOLUTION NUMBER: XXXX-2025

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL  
AUTHORIZING THE INTERIM CITY MANAGER TO REVISE THE CLASSIFICATION OF ADMINISTRATIVE TECHNICIAN AND MAKE  
FUTURE NON-SUBSTANTIVE REVISIONS OR CORRECTIONS.

**WHEREAS**, the City of Sebastopol maintains a classification plan that includes the titles, duties, and responsibilities of all City positions, and

**WHEREAS**, the City Council recently revised the classification of Administrative Technician on June 3, 2025, and

**WHEREAS**, the staff determined, and the City Council agrees, that the classification is missing a key supervisory element previously included in the class specification and desires to correct the omission, and

**WHEREAS**, the City and the Service Employees International Union concur, and

**WHEREAS**, The City desires to update the classification specification and allow for future non-substantive revisions or corrections.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Sebastopol hereby authorizes the Interim City Manager to revise the classification specification of Administrative Technician and authorize future non-substantive revisions and corrections to the classifications or plan documents.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 5th day of August 2025.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

Ayes:

Noes:

Absent:

Abstain:

APPROVED: Stephen Zollman, Mayor

ATTEST: Mary Gourley, Interim City Manager/Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:  
Alex Mog, City Attorney



## City of Sebastopol ADMINISTRATIVE TECHNICIAN

### **DEFINITION:**

To perform a variety of technical level administrative duties in support of an assigned City department or program, which may include financial, grant, planning, building, public works, engineering, or general support of City operations; to research, collect, and analyze data and prepare draft reports; to track and report operational statistics; and to provide technical assistance to management.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single journey level class where employees within this class perform the full range of technical program support for the department to which they are assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, receive cross-training for intra-departmental assignments, and are fully aware of the operating procedures and policies of the assigned work unit.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from an assigned supervisor or manager **and may receive functional direction and training from other executive managers or professional staff to work on intra-departmental or intra-divisional projects.**

**This position may be assigned limited supervisory responsibility over functional and technical tasks for programs or projects they administer, and may direct, provide training to, and review work of support staff assigned by the supervisor.**

### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):**

*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.*

- Develop, coordinate, and implement program activities of a technical area of assignment related to department activities and programs.
- Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
- Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.

- Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; provide project oversight for the less complex or political projects.
- Assist with the development of Requests for Proposals and contract administration.
- Establish and maintain systems related to assigned technical area of responsibility; monitor area activities and report progress as required.
- Ensure areas of responsibility comply with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Depending on assignment, perform a variety of complex and specialized accounting duties in an assigned functional area of responsibility which may include accounts payable, accounts receivable, payroll, business licenses, and/or utility billing; to function as liaison between the Finance Department, citizens, and other City departments by answering questions and solving complicated and/or sensitive problems.
- Depending on assignment, provide information and direction to the public on planning, engineering and/or building/fire inspection issues, processes and requirements; receive, review, route, process and plan check minor applications and permits.
- Depending on assignment, support engineering and public works projects and operations including contract administration; review and ensure insurance complies with City policy; maintain contract documents; and review of certified payroll.
- Depending on assignment, support human resources activities which may include onboarding of employees and tracking administrative tasks such as evaluations and training.
- Depending on assignment, prepare, distribute, and post agendas and minutes for a variety of meetings including City Council, Boards, Committees, Commissions, Authority Boards and other civic organizations; provide additional administrative support, including staffing and running public meetings, as necessary which may include the transcription of recorded or written information.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop and maintain record keeping procedures; provide relevant information to relevant parties to prepare and type correspondence and compile and type reports.
- Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
- Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
- Assist supervisor and manager with a variety of administrative operations; prepare, recommend and implement procedural modifications.

- Coordinate and assist in the development and administration of a department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.
- Independently, respond to letters, e-mail and general correspondence based on areas of assignment.
- Coordinate, compile and draft City Council communications, as requested.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- **Direct, provide training to, and review the work of support staff assigned by the supervisor, as requested.**
- 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.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

##### Knowledge of:

- Specialized and designated areas of expertise such as: budgetary and fiscal process, human resources operations, permit processing, contract administration, and local government public relations and communications.
- Principles and practices of intermediate analytical research and project coordination.
- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.
- General functions and objectives of municipal government.
- Research methods and techniques.
- 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:

- Independently perform a variety of technical duties including research, compilation and report development in support of assigned department or program.
- On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Develop and implement various data collection and reporting systems.
- Interpret, apply and explain laws, rules, code and City policies and procedures.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Understand and interpret complex policies, procedures and regulations.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.
- Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.
- Analyze situations quickly and objectively to determine proper course of action.
- Understand the organization and operations of the City and of outside agencies as necessary to assume assigned technical responsibilities.
- Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.
- Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.
- Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resource, payroll or other confidential issues.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.



- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible administrative and technical support experience.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment.