

City of Sebastopol Job Description

Job Title: Interim Professional - Temporary Staff
Division: As Assigned
Department: As Assigned
Location: As Assigned
Shift: As Assigned
Reports To: As Assigned
Prepared By: City Staff
Approved By: City Council
Approved Date: August 2, 2022
FLSA Status: Exempt

PURPOSE

Interim Professional is a temporary employee hired to meet a specific, short term need to perform complex professional level and/or advanced technical responsibilities, which may require the application of technical skills and/or knowledge of detailed or specialized activities related to the functions of the assigned Department.

SUPERVISION

Incumbents in this classification work under direction provided by a Department Director or higher-level manager, and work cooperatively with other department and City staff and committees/boards.

TYPICAL JOB DUTIES:

Specific duties will vary depending on assigned Department and as approved by the City Manager.

QUALIFICATIONS

Experience: Sufficient years of experience to demonstrate possession of the required knowledge and abilities to perform the specific activities related to the assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of the position.

Education: Possession of a four-year degree or completion of college-level course work related to the specific assignment is highly desirable.

LICENSE

The position may require the use of a vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess a valid, Class C, California driver's license.

WORKING CONDITIONS

Work is primarily performed in an indoor office setting. When working in the office, incumbents typically work at a desk, sitting for extended periods of time with the ability to move about at will. Standard office equipment, a computer and a variety of office software is used to enter and retrieve data and produce reports and presentation materials and requires continuous or repetitive arm-hand movements. Incumbents learn job-related material through oral and/or written instruction in an on-the-job setting and by reading and comprehending written material and making inferences from the contents. Verbal communication includes giving instructions, providing information, and responding to questions and may be conducted face to face, on the telephone, via email and in meetings.