



City of Napa • California

invites your interest in the position of

City Attorney



Recruitment Services Provided by Ralph Andersen & Associates

An Outstanding Opportunity

The City of Napa is seeking an experienced legal strategist to serve as its new City Attorney. This position is the result of the recent retirement of a long-standing and highly regarded professional.

Under the direction of the City Council, this position serves as the top legal advisor and has responsibility for managing the Office of the City Attorney, including building, and mentoring a team of attorneys and legal professionals. The ideal candidate will also possess a deep knowledge of municipal government and be skilled in providing advice and counsel to a vibrant local government entity. This experienced professional will also have excellent communication skills, a solution-driven approach with an appreciation for technology to enhance and streamline workflow with the focus on improving turn-around time. This rare opportunity to join the City of Napa is well-suited for an individual who enjoys and welcomes collaboration with the City Manager's Office as well as supporting the various municipal operating departments.



Napa, California | City Attorney





The Community

The City of Napa, covering 18.147 square miles, is located in the heart of the Napa Valley wine region. Widely known for its high-quality wines and picturesque vineyards, the region is home to about 475 wineries, ranging from small family-owned wineries to large well-known wine producers. Napa is also renowned for its culinary vibe with numerous Michelin-starred restaurants and farm-to-table eateries. The area has stunning views, numerous outdoor activities like bicycling, golfing, hiking, and hot air balloon rides, and a vibrant arts scene with galleries, theatres, and music venues.

With an average summer temperature of 83 degrees, the City of Napa is home to nearly 80,000 residents with a median age of 41.4 years old. Boasting more than 800 acres of park land, the city has 54 public parks, a low crime rate, and a high standard of living.

City of Napa by the Numbers

Geography

City of Napa Covers

18.147 Square Miles



20" of rain

per year October - March



83°

Average maximum temperature in July



39°

Average minimum temperature in January



20' Elevation



Community Profile

In addition to the quality of the City and its government, Napa is home to a diverse and engaged community. With an almost even distribution between resident age groups, diverse education levels, a 60/40 split between white collar and blue collar workers, and a mix of homeowners and renters, Napa is a melting pot across the board.

78,354

Population



51.8%

White



40.8%

Hispanic



2.7%

Asian & Pacific
Islander



13.0%

Multirace
& Other



0.9%

Black



1.1%

American
Indian

Governance Structure

The City of Napa is a Charter City. The City Council consists of five members, including one Mayor and four Councilmembers. The Mayor and each Councilmember are elected to four-year terms. The Mayor is elected at large, and the Councilmembers by district. The Vice Mayor is appointed annually by the Mayor and City Council pursuant to City Charter. In addition to appointing the City Manager, City Attorney, and City Clerk, the City Council is responsible for appointing members of City Commissions, Committees, and Boards.

The City Council and the City Manager are dedicated to the highest standards of integrity, public service, and innovative approaches to governing. Importantly, the City Attorney is an integral part of the leadership in this organization.

The City Council meets twice per month for regular meetings on the first and third Tuesday of the month.

The Adopted Budget for All Funds in FY25 is \$309.6 million with approximately 518 FTEs, across the full-service agency's 11 departments (including Police and Fire). To learn more about the City's budget, click [here](#).

City of Napa

Mission Statement

Rooted in public service, our mission is to grow a vibrant, sustainable community for all who live in, work in, and visit the City of Napa, through thoughtful leadership and dedication to excellence.

Core Values

- ◆ **Integrity** – Consistently demonstrating the highest level of ethical conduct with accountability and pride.
- ◆ **Service** – Engaging in meaningful work to care for our community through resourceful dedication and humble actions.
- ◆ **Inclusion** – Creating a sense of ease and belonging through respect, acceptance, and mindfulness of our collective diversity.
- ◆ **Collaboration** – Working together with a shared purpose while respectfully considering all voices to achieve common goals, solutions, and greater outcomes.

Overview of Responsibilities

Under the direction of the City Council, this key contributor manages all legal activities, including civil litigation, utilizing a combination of in-house staff and outside counsel for various specialty areas including overflow of special assignments and projects. The City Attorney will also provide leadership and accountability for the hiring and retention of new attorneys as well as mentorship and general guidance on best practices, processes, and procedures.

This position is well-suited to an experienced municipal generalist with a solid understanding of the broad range of legal matters to include land use and planning; CEQA; public finance; personnel/labor relations; public works (including infrastructure); public contracts and bidding; development; and the drafting of ordinances, ballot initiatives, and resolutions.

Addressing and updating workflow, standardization of templates, and enhanced technology to support city-wide activities and operating departments will be a top priority for the new City Attorney.

Specific responsibilities include:

- ◆ Develops and oversees the implementation of short- and long-term goals, policies, and budget for the Office of the City Attorney.
- ◆ Reviews legal matters and priorities to be handled in-house and/or with outside counsel with a strategic view on the fiscal and staffing impact to the City; reviews and evaluates workflow as part of an operational assessment of the Office.
- ◆ Explores specific technology solutions and enhancements to provide efficiency in all phases of work by the Office.
- ◆ Oversees all litigation involving the City and determines how best to address matters for in-house staffing or continued outsourcing.
- ◆ Drafts legal documents, such as agreements, ordinances, resolutions, and pleadings as well as election documents for general and special municipal elections; develops and enhances existing templates to improve workflow and ensure consistency.

Overview of Responsibilities *continued*

- ◆ Reviews contracts, amendments, reports, and staff memos from operating departments to ensure conformity and streamline review, adding substantive changes.
- ◆ Analyzes legislation affecting the City; recommends policy and procedure changes.
- ◆ Negotiates with claimants and directs the work of outside counsel in defense of cases involving the City.
- ◆ Researches and approves the legality of bids, bonds, insurance policies, and claims to which the City is involved.
- ◆ Directs the staff of the City Attorney's office by establishing solid work standards; assigns, monitors, and evaluates work performance. Provides mentorship and training as well as administers personnel policies.
- ◆ Performs legal work surrounding property acquisition and disposal, public improvements, and issues related to public utilities.
- ◆ Addresses legal matters that involve public safety issues (police and fire) as well situations related to emergency management and natural disasters.
- ◆ Negotiates and resolves controversial legal issues, many dealing with land use and other planning related issues; addresses conformance to adopted General and Specific Plans.
- ◆ Responds to sensitive citizen inquiries, and complaints; assists others in suggesting legal resolution to wide range of matters.
- ◆ Serves as staff on a variety of boards, commissions, and committees; provides advice and counsel.
- ◆ Works in support of the City Council and City Manager on local and regional issues that impact the ongoing operations and legal affairs of the City including evaluation of strategies and options to consider.
- ◆ Prepares and presents staff reports and other necessary correspondence, often in a public setting.





The Ideal Candidate

The City Attorney will bring a dynamic mix of analytical and pro-active legal skills with a solid background in the broad spectrum of municipal affairs. With a successful and notable career in California, the City Attorney will be a well-rounded professional in support of the elected body and city operations.

Additionally, the City Council seeks a legal advisor who has a leadership style that welcomes and invites discussion on legal and enterprise risk issues that may impact the City. This collaborative approach will encourage meaningful discussion, allow for evaluation of options, and then assist in charting the path forward.

Key characteristics desired by the City Council include:

- ◆ **Confident and engaging leader** with a passion for public service and strong work ethic.
- ◆ Ability to **build trust** and achieve a **high-level of confidence in advice** given to the policymakers.
- ◆ Embrace a **solution-oriented focus** on work products that will **provide a legal path to more efficiently, effectively and collaboratively accomplish the work at all levels of the organization** from the City Council to the City Manager's Office to the assistance given the operating and support departments.
- ◆ Embrace the City's adopted **core values of integrity, service, collaboration and inclusion**.
- ◆ Ability to **innovate and incorporate best practices, technology, and efficiency** into day-to-day operations.
- ◆ **A strategic and forward-thinking legal advisor** who can see the big picture involved in providing practical advice and counsel without becoming overly involved in the operational details.

The Ideal Candidate *continued*

In addition, other personal attributes and career experience valued by the governing body include:

- ◆ Responsive and timely on advice and counsel given to City Council and City Leadership.
- ◆ Expert understanding of the Brown Act, Government Code Section 1090, and a successful track record dealing with conflict of interest laws.
- ◆ Skillful in managing closed session items in a manner that allows for thoughtful and complete deliberation by the City Council, including ability to quickly contribute, as needed, during public meetings on legal protocol and procedural issues.
- ◆ Proactive in identifying priority issues and not overly involved in operational details that are more effectively directed back to municipal departments for revisions and updates.
- ◆ Inclusive legal advisor who consistently presents options for consideration, allows for thorough analysis of all aspects of an issue, and makes final recommendations after reviewing appropriate options while keeping in mind the best interests of the City.
- ◆ Able to weigh risk and strike an appropriate balance that respects the direction and policy-setting of the elected officials.
- ◆ Demonstrated track record of collaboration to set the legal direction on a wide array of topics, many dealing with quality of life issues.



Qualifying Experience and Education

The City Council will use the following experience and education below as guidelines for their final decision-making and will consider a variety of factors including:

Experience: Significant and preferably broad experience as a municipal attorney in California is required. Qualifying experience may be gained working directly for a city, county government organization, or other similar government entity. Other qualifying experience may include working for a private municipal law firm if primary focus has been providing similar legal advice and counsel to government entities.

Education: Juris Doctorate from an accredited law school.

License: Active membership in the State Bar of California is required.

Compensation and Benefits

The salary for this at-will position of the City Attorney is up to \$268,137 and may be further evaluated based on overall compensation requirements of top contenders. In addition to executive level benefits, the City Council will also include moving and relocation as well as short-term temporary housing assistance. Importantly, a low-interest loan or other housing incentives may also be included as part of a mutually agreed upon employment agreement.



www.cityofnapa.org

To Be Considered

Interested candidates should apply immediately and are required to submit a comprehensive résumé and a compelling cover. Electronic submittals may be sent to: apply@ralphandersen.com. Confidential inquiries should be directed to Ms. Heather Renschler, Ralph Andersen & Associates at (916) 630-4900 or request an appointment to discuss further by contacting scheduling@ralphandersen.com.

Preliminary interviews by a Sub-Committee will take place in late August or early September with top contenders (ideally 2-3 candidates) presented to the City Council during mid-September. All interviews for this key position will be held in-person. The interview process will also include introductions and involvement with the City Manager and other key city staff as well as a comprehensive tour of the community and city facilities. This interview format and approach demonstrates the importance of this hiring decision and the collaborative team approach valued by the City Council. Additionally, top candidates will be required to submit sample work products and prepare a PowerPoint presentation (topic pending) as part of the final steps of the evaluation process. An extensive and full background including in-depth reference checks will be conducted on the top candidate.



Equal Employment Opportunity

The City of Napa is an equal employment opportunity employer, and we believe that a diverse, equitable and inclusive work environment will improve our talents to benefit the residents we serve. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, and sexual orientation.