



DEPUTY CITY ATTORNEY

City of Napa, CA

Recruitment Services Provided By





The Opportunity

The City of Napa offers a distinctive opportunity for a talented municipal attorney to help shape the future of its newly reestablished in-house legal team. As Deputy City Attorney, you will work closely with a new City Attorney to provide practical, solutions-oriented legal counsel across a broad range of municipal matters while helping build a collaborative, accessible, and highly effective office. With opportunities to develop expertise in litigation, land use, and other areas of municipal law, this position offers meaningful professional growth, the chance to influence how legal services are delivered, and the satisfaction of making a lasting contribution to one of California's most celebrated communities.



The City of Napa

Nestled in Northern California's wine-country region yet just an hour from the Bay Area's tech-hubs, Napa offers a blend of small-city charm and global relevance. Its population hovers around 78,000–80,000, with a median household income over \$100,000 and a median age near 41. The city is composed of 26 distinct neighborhoods, each with its own character, from historic Victorian homes near downtown to more suburban-style enclaves on the outskirts. Napa is the heart of the region's world-renowned wine region, which is home to over 475 wineries, as well as a culinary industry boasting several Michelin starred restaurants and farm-to-table venues.

What stands out about Napa is the quality of life. Residents benefit from nearly year-round mild Mediterranean climate, a walkable downtown, and easy access to nature and open space. The local economy is anchored not just in tourism and hospitality but in a skilled workforce, giving the community stability beyond just being a destination. That economic diversity means the city is more than just its vineyards - it's home to healthcare, manufacturing, professional services, and retail alongside wine production.

Community life in Napa is vibrant and inclusive. With a largely bi-cultural population (over 40 percent identify as Hispanic or Latino) there's a strong cultural mix that shows up in schools, local markets, festivals and everyday life. Residents enjoy the riverfront, local trails, neighborhood parks, and an active civic fabric - from arts and music events to grassroots trail-building and river-restoration efforts.

For someone considering relocating, Napa checks a lot of boxes: community scale living with regional access, high educational and income markers, a lifestyle oriented toward both work and play, and the chance to be part of a place that values both its history and its future. In short: it's a community that's growing and evolving - not standing still.

City Government

The City of Napa is a charter city operating under a Council-Manager form of government with a five-member City Council. The City Council is elected by district for four-year overlapping terms without limits. The Mayor is elected at large for a four-year term, also without limits.

The City Manager is the Chief Executive Officer and head of the administrative branch of the City government. Napa provides a full range of services for the community through 11 Departments: Police, Fire, Public Works, Community Development, Finance, Utilities, Human Resources, Parks & Recreation Services, City Clerk's Office, City Attorney's Office, and City Manager's Office. The City's 2026-2027 fiscal year budget is approximately \$400 million. The City of Napa is currently funded for 532 full-time equivalent positions.



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.





The City Attorney's Office

The City Attorney's Office provides sound legal advice and support to City officials, working collaboratively to implement policies set by City Council, and diligently advocating the City's interests.

The City Attorney's Office advises the City Council, appointed commissions, and City staff in the conduct of City business and the preparation of legal documents and represents the City's interest in civil litigation and administrative proceedings.

The City Attorney's Office advises City officials regarding actions that are authorized or required to establish, implement, and enforce City laws and policies; and prepares legal documents to implement those City laws and policies, including ordinances, resolutions, regulations, and contracts. The City-related entities represented by the City Attorney include the Housing Authority of the City of Napa, and the Public Financing Authority of the Napa Enhanced Infrastructure Financing District.

With a budget of \$1.9 million, the City Attorney's Office provides its services through a staff of six positions: the City Attorney, an Assistant City Attorney, two Deputy City Attorneys, a Legal Analyst, and a Legal Assistant.

Earlier this year, the City selected Renee Giacomini Brewer as City Attorney after a period in which a municipal law firm staffed the office. She is now building her in-house team, with two Deputy City Attorneys and one Assistant City Attorney positions remaining to be filled. Through this recruitment, the City Attorney expects to fill at least one, and up to all three, of these positions depending on candidates' qualifications. A key goal in rebuilding the City Attorney's Office is to provide accessible, in-person legal support to the City Council, City Manager's Office, and City departments. However, the City Attorney supports substantial telework flexibility, provided that attorneys maintain an in-person presence that meets the organization's needs.

\$ 1.9M
Operating Budget

6 FTE
Employees

The Position

Working under the general direction of the City Attorney, the Deputy City Attorney provides a broad range of professional legal services supporting the City of Napa's municipal operations. The position advises City employees and officers, researches and analyzes legal issues, prepares and reviews legal documents, and represents the City in litigation and administrative proceedings. Through sound legal analysis and practical counsel, the Deputy City Attorney helps the City evaluate risk, resolve disputes, and advance its goals.

The Deputy City Attorney translates complex legal issues into clear guidance that supports informed decisions and effective public service. The position offers opportunities to develop municipal law expertise through varied assignments that become progressively more complex and require greater independent judgment as experience grows. Key responsibilities include:

Legal Counsel & Municipal Operations: Provides timely, practical legal advice to City employees, officers, and legislative bodies on matters affecting municipal operations. Identifies legal requirements, evaluates available options, and explains the risks and benefits of alternative approaches to support the City's goals.

Legal Research & Analysis: Researches and interprets laws, regulations, judicial decisions, and City codes and ordinances. Prepares clear, well-reasoned oral and written opinions on a wide range of municipal law matters, including open meetings, public records, conflicts of interest, and the authority and responsibilities of City departments.

Contracts, Legislation & Real Property: Drafts, reviews, and negotiates contracts, ordinances, resolutions, administrative

policies, deeds, leases, and other legal documents. Reviews documents prepared by others for approval as to form and works with City staff and third parties to address legal issues and support implementation.

Litigation & Dispute Resolution: Represents the City in federal and state courts, arbitrations, mediations, and administrative proceedings. Handles matters through the applicable stages of representation, including pleadings, discovery, motions, trials, appeals, and settlement negotiations.

Claims Evaluation & Risk Assessment: Evaluates potential and actual claims, complaints, and legal risks involving the City, including governmental liability claims, personnel disputes, municipal code enforcement, and debt collection. Recommends appropriate action and collaborates with City employees and consultants to implement effective responses.

Public Meetings & Legislative Support: Provides legal advice at meetings of the City Council and other boards and commissions, as assigned. Communicates complex issues clearly in public and confidential settings, tailoring advice to the decision at hand.

Collaboration & Office Support: Supports the City Attorney across a varied legal workload and builds effective working relationships throughout the organization. May assign work and provide direction to professional, technical, and support staff and consultants in delivering legal services on the City's behalf.





Ideal Candidate

The City of Napa seeks a trustworthy and dedicated legal advisor who brings humility, a problem-solving mindset, and a genuine desire to help others accomplish their goals. The ideal candidate will thrive in an evolving environment, helping the City Attorney build her team and establish the office's practices, priorities, and goals. Key characteristics include:

Collaborative partner who keeps the organization moving: Works effectively across departments and offers practical legal guidance that supports day-to-day operations. Helps staff navigate contracting, procurement, utilities, and regulatory requirements while maintaining compliance, avoiding unnecessary complexity, and keeping projects moving forward.

Clear, calm, and transparent communicator: Translates complex legal concepts into plain language for elected officials, staff, and community members. Communicates early and consistently, identifies potential issues before they become problems, avoids surprises, and remains calm and measured under pressure.

Expertise or a strong interest in litigation or land use: Brings experience in litigation, land use, or both. Candidates without experience in these areas will also receive serious consideration if they demonstrate a strong interest in learning and developing their practice in one or both fields.

Public agency experience: Has direct experience working as a public agency attorney or in a law firm serving public agencies. This experience is required for the position.

Approachable, community-oriented professional: Brings patience, humility, and curiosity to understanding Napa's distinctive community, which combines a strong hospitality-focused workforce with an international tourism economy. Leads with respect, builds lasting trust, and contributes to an open-door culture rooted in professionalism, accessibility, and mutual respect.

Education & Experience

Any combination of education and experience that is likely to provide the required knowledge, skills, and abilities for the position is qualifying. The following is a typical way to qualify:

Education: A Juris Doctorate degree from an accredited law school.

Experience: Three years of professional experience practicing law for a governmental jurisdiction, preferably for a municipality, or four years of professional experience practicing in related areas of municipal law.

License: Active membership, in good standing, in the State Bar of California.





Salary & Benefits

The salary range for the position is **\$175,962 - \$212,513**, depending on qualifications. The City also has an outstanding benefits package with the following key offerings:

Retirement: CalPERS retirement benefits, with a 2% at age 62 formula for new members and a 2% at age 60 formula for Classic members. The City also contributes \$142 per month to a 401(a) plan, and employees may contribute to a voluntary 457 deferred compensation plan.

Flexibility and Telework: The City Attorney supports flexibility and telework for attorneys in the office, provided there is a sufficient in-person presence as well.

Health Insurance: A choice of medical and dental plans, including options with no employee premium for employee-only, two-party, or family coverage. Employees selecting an eligible high-deductible medical plan also receive City contributions to a Health Savings Account. Optional vision coverage is available at the employee's expense. Employees who waive medical coverage with proof of other coverage may receive \$500 per month.

Life and Disability Insurance: City-paid life insurance and accidental death and dismemberment coverage of \$100,000 each. Long-term disability and State Disability Insurance coverage are funded through employee-paid premiums.

Paid Leave: Fifteen paid holidays annually, plus vacation and sick leave options. Depending on the option selected, annual vacation accrual begins at 120, 152, or 168 hours and increases with years of service, with corresponding annual sick leave accruals of 96, 32, or zero hours. Full-time service in a City, County, State, Federal Agency, or Special District may be counted towards vacation accrual tiers at the City of Napa.

Management Leave: An additional 104 hours per calendar year, with the option to cash out up to 50% of eligible management leave.

Tuition Reimbursement: Up to \$2,500 per year.

Retiree Health: A City contribution of up to \$274 per month toward retiree health insurance for employees retiring with at least 10 years of service.

Relocation Assistance: Up to \$15,000 in relocation reimbursement applies to eligible candidates for housing relocation, temporary housing costs, and moving expenses as defined by IRS rules.

The full benefit summary is available for review [here](#).

Application & Selection Process

Apply Immediately – This recruitment will close once a strong pool of candidates is established. Interested candidates are encouraged to submit a cover letter and résumé online at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | greg@mosaicpublic.com | (916) 581-1426.

The City of Napa is an Equal Opportunity Employer.

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