



CITY ATTORNEY

City of Napa, CA

Recruitment Services Provided By



The Opportunity

This is a rare opportunity for an accomplished municipal law leader to serve as the City of Napa's chief legal advisor while rebuilding and shaping the City Attorney's Office for the future. Following a period of transition driven by retirements and other career advancements, the City has been operating with contracted legal services and is now intentionally bringing its legal function fully back in-house, beginning with the appointment of a new City Attorney. The next City Attorney will have the opportunity to hire staff and lead a high-performing municipal law office that reflects Napa's values, operational needs, and long-term goals. Working closely with a high-functioning City Council and a collaborative executive team, this role calls for a hands-on leader who can balance legal rigor with practical problem-solving – protecting the City's interests while enabling effective governance, modernized processes, and organizational momentum. For a City Attorney energized by building teams, strengthening institutions, and leaving a lasting imprint, Napa offers a uniquely meaningful and visible leadership opportunity.





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 2024-2025 fiscal year budget is approximately \$310 million. The City of Napa is currently funded for 518 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, two Assistant City Attorneys, a Deputy City Attorney, a Legal Analyst, and a Legal Assistant.

\$ 1.9M
Operating Budget

6 FTE
Employees

The Position

The City Attorney serves as the chief legal advisor to the City of Napa, working under the policy direction of the City Council. As a key member of the City's executive leadership team, the City Attorney plays a vital role in shaping policy, mitigating risk, and ensuring that all municipal activities align with applicable laws and regulations.

This is a hands-on leadership position that oversees the full scope of legal services for the City, including civil litigation, administrative hearings, and risk management. The City Attorney provides legal counsel to the City Council, City Manager, City departments, and various boards and commissions. The role also involves extensive collaboration with external legal counsel, partner agencies, and the broader community.

Key areas of responsibility include:

- Leading and managing the City Attorney's Office, including strategic oversight of legal operations.
- Advising the City Council and staff on complex legal issues and emerging risks.
- Drafting, reviewing, and negotiating a wide range of legal documents, including contracts, ordinances, resolutions, and development agreements.
- Supporting major initiatives with thoughtful legal insight and practical solutions that balance risk, policy goals, and operational realities.
- Representing the City in legal proceedings and administrative matters and overseeing outside counsel as needed.
- Ensuring legal compliance across all City operations through proactive counsel, education, and policy development.
- Serving as a resource and educator to City staff and officials through in-house training and legal updates.





Ideal Candidate

The City of Napa seeks a trusted legal advisor and organizational leader who brings strong municipal law expertise, sound judgment, and a highly collaborative management style. The ideal candidate will serve as both a steady legal guardian for the City and a practical, solution-oriented partner to the City Council, executive team, and departments—helping the organization move forward efficiently while managing risk thoughtfully and transparently.

- **Strong manager and builder of the City Attorney's Office:** First and foremost, an effective leader who can assess, build, and strengthen the City Attorney's Office. Brings clear judgment to workload management, streamlines processes, sets priorities, and creates an open, approachable office culture that supports staff development, accountability, and consistent service delivery.
- **Balanced, solution-oriented advisor to elected officials and executive leadership:** Provides clear, practical legal counsel without over-narrowing recommendations. Offers decision-makers a well-defined range of options, clearly explaining legal risks, tradeoffs, and paths forward. Understands the City Attorney's role as advisor and facilitator, not policymaker, and helps leaders get to "yes" through creativity and problem-solving.
- **Trusted municipal law generalist with sound judgment:** Brings a strong foundation in municipal law, paired with the judgment to know when work should be handled in-house and when to engage outside counsel. Comfortable overseeing specialized areas through contracting while maintaining accountability, efficiency, and compliance.
- **Collaborative partner who keeps the organization moving:** Works seamlessly across departments, supporting operations without getting bogged down in unnecessary complexity. Values compliance while helping staff navigate contracting, procurement, utilities, and regulatory processes in a way that keeps projects advancing.
- **Clear, calm, and transparent communicator:** Translates complex legal concepts into plain language for elected officials, staff, and community members. Communicates early and often, flags potential issues before they become problems, avoids surprises, and remains calm and measured under pressure.
- **Strategic thinker with a preventative mindset:** Looks ahead, anticipating legal issues and addressing risk proactively through policy review, procedure updates, and code changes when appropriate. Focuses on prevention and risk management while remaining willing to litigate when necessary to protect the City's interests.
- **Experienced across core municipal practice areas:** Well-versed in employment and labor law, litigation management, contracts, utilities, land use (directly or through managed resources), and public safety-related matters. Familiarity with LAFCO processes and state contracting requirements is highly valued.
- **Approachable, community-oriented professional:** Brings patience, humility, and curiosity to learning Napa's unique community, one that blends a strong hospitality focused workforce with an international tourism economy. Leads with respect, builds trust over time, and fosters an open-door culture grounded in professionalism, accessibility, and mutual respect.

Qualifications

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: Equivalent to graduation from a college or university with a Juris Doctorate degree

Experience: Five years of experience in the active practice of public law in the State of California. Extensive experience in a municipal setting in the active practice of law, including litigation, is desirable.

License: Active membership in the State Bar of California and admittance to practice before all State and Northern Federal District Courts in California is required.





Salary & Benefits

The Napa City Council will negotiate a highly competitive salary and executive benefits package with the selected candidate that is considerate of the candidate's experience and qualifications. The salary range for the position is **\$261,731 to \$316,200**, depending on qualifications. The City offers an outstanding benefits package which includes retirement benefits provided by CalPERS. In addition to the CalPERS retirement benefit, the City will contribute \$1,322 monthly to a 401(a) retirement plan with an employee match of \$300 monthly.

Additionally, the following benefits apply:

Health, Dental, and Vision Insurance: Numerous health plan options, along with dental and vision insurance. See the [benefits guide](#) for full details. Employees with other medical coverage that do not receive the City's health benefit may receive a monthly \$500 benefit.

Auto Allowance: \$500 monthly

Life Insurance: City provided \$100,000 term life insurance, with option to purchase additional

Generous Leave: 15 paid holidays annually, 15 days management leave annually (prorated first year), 12 sick days annually, vacation based on years of service with credit for work in other public agencies. A portion of vacation and management leave may be cashed out each year. See the [benefits overview](#) for additional details and other benefits.

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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