



ASSISTANT CITY ATTORNEY

REDWOOD CITY, CA





THE COMMUNITY

Located in the heart of Silicon Valley, Redwood City (pop. 82,423) is the third-largest City in San Mateo County. Incorporated in 1867, it serves as the county seat and is home to the San Mateo County History Museum, located in the county's old courthouse. With an average of 255 sunny days each year, Redwood City enjoys a mild Mediterranean climate (as the City slogan proclaims, "Climate Best by Government Test") and a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deepwater port south of San Francisco.

Redwood City boasts a robust employment base, home to world-class firms and organizations, including Box, Electronic Arts, and Google. Genomic Health, Impossible Foods, Kaiser Permanente, Stanford Health, McKinsey and Company, the Chan Zuckerberg Initiative, and more than 500 various industry start-ups also have a strong presence in the City. World-renowned Stanford University has relocated administrative functions to a new campus just 1.5 miles from downtown, marking the university's first significant expansion outside its main campus. Redwood City is a key station on the regional Caltrain system, and substantial service expansion over the next decade will enhance efficient rail travel between San Jose and San Francisco.

Redwood City's vibrant, pedestrian-friendly downtown offers residents, visitors, and businesses a unique blend of retail, entertainment, and dining. Beautiful Courthouse Square is the centerpiece of downtown and has become a gathering place for people throughout the community and the

peninsula. More than 30 unique parks, ten sports fields, a senior center, and five community centers are popular with the community. The arts and culture scene features a historic theater and live music venues.

Redwood City is a Welcoming City, and the community has long been recognized for its diversity, strong neighborhoods, community organizations, social involvement, and civic pride. Approximately 55% of the population identifies as Hispanic, Asian, two or more races, or as Black, American Indian, Hawaiian, or Pacific Islander. Nearly half of the residents speak a language other than English at home, and almost a third were born outside the United States.

The City works diligently to maintain positive and productive relationships with San Mateo County and other government agencies and community partners to provide residents with outstanding services, programs, and opportunities. This unique mix of commitment to collaboration, innovation, community, and diversity makes Redwood City an extraordinary place to work and call home.

CITY GOVERNMENT

Redwood City is a charter City with a council-manager form of government. The seven-member City Council is elected to four-year staggered terms, and the Mayor serves a two-year term based on a rotation policy. The City has district-based elections with seven City Council districts. Council relations are professional, civil, and mutually respectful, and the elected officials and staff also maintain excellent working relationships.

Redwood City is consistently recognized as well-managed, innovative, strategically driven, and strongly connected to the community it serves. In addition to the City Manager's Department and City Attorney's Office, the City is organized across the departments of Community Development, Engineering and Transportation, Finance, Fire, Human Resources, Information Technology, Library, Parks, Recreation & Community Services, Police, and Public Works. Together, these departments are supported by 634 FTE. The City's FY2025-26 budget for all funds totals \$396.8 million in expenditures, with a General Fund expenditure budget of \$201 million. The Fiscal Year 2025-26 Capital Improvement Program (CIP) budget totals \$72.9 million.

Redwood City's Strategic Plan identifies three major priorities: Housing and Homelessness, Transportation, and Children and Youth.

Redwood City was the first City in San Mateo County to receive State approval for its Housing Element and is among the top 4% of California cities to be awarded a Prohousing Designation, qualifying for nearly \$1 million in additional funding.

THE CITY ATTORNEY'S OFFICE

The City Attorney's Office provides high-quality, cost-effective legal representation to the City, ensuring its actions and activities are legally sound. Appointed by the City Council, the City Attorney serves as legal advisor to the City Council, Boards, Commissions, Committees, and all City officials on all matters related to City business. The Office negotiates key transactions, such as property acquisitions, and advises on land-use decisions; it defends and prosecutes all civil and criminal actions and proceedings involving the City, including supervising outside special counsel.

The Office enjoys strong partnerships with other City departments and includes seven dedicated professionals who form a high-performing, collaborative team. Along with the City Attorney, there are two Senior Assistant City Attorneys, one Assistant City Attorney, one Deputy City Attorney, a newly established Paralegal position, and an Administrative Secretary and Administrative Assistant. The Office operates with a FY 2025-26 budget of \$2.7 million.

THE POSITION

The City Attorney's Office seeks a collaborative public attorney with a proactive and service-oriented approach who is ready to put their expertise to use in a dynamic, fast-paced department. This position will work closely in partnership with the Community Development Department and the City Manager's Economic Development Division, providing the selected individual opportunities to grow professionally through direct involvement in high-profile, multi-year projects that will have a positive, lasting impact on the community.

Under the direction of the City Attorney, the Assistant City Attorney serves as a legal advisor, addresses complex legal issues, and works closely with assigned departments to advance projects while minimizing legal risk. They will be an exceptional problem-solver and critical thinker who can confidently analyze complex legal information and interpret grey areas.



Key responsibilities include:

- Providing legal advice and guidance to assigned departments on matters such as land use, contracts, and public policy implementation
- Advising staff and elected officials during public meetings and hearings to ensure compliance with open meeting laws and procedural fairness
- Monitoring proposed legislation and court decisions related to municipal law
- Researching legal issues and, depending on assignments, preparing opinions, ordinances, resolutions, contracts, leases, permits, or other legal documents
- Advising the Planning Commission and clearly communicating complex legal concepts in accessible terms.

Experience in this role will allow you to:

- Play a key role in shaping projects that define Redwood City's long-term growth and community character
- Work with and learn from a highly regarded legal team in a top-notch City
- Contribute to impactful projects from concept to completion
- Partner with departments to successfully address complex legal issues
- Grow professionally, including being mentored by the City Attorney

THE IDEAL CANDIDATE

Redwood City seeks a motivated legal professional with a proactive, collaborative style and the ability to build strong relationships. The ideal candidate will use their legal knowledge, communication skills, and practical approach to analyze complex information, convey thoughtful alternatives to stakeholders, and make sound recommendations to address legal issues. The selected candidate will enjoy collaborating with others and advising and guiding departments.

The ideal candidate will be hard-working, with hands-on experience in public or municipal law, and will have a strong knowledge of the Brown Act, Public Records Act, and conflict-of-interest regulations. The Assistant City Attorney will partner with the Community Development Department and use their experience advising on land use, general plan amendments, specific plans, and the California Environmental Quality Act (CEQA). Preferred candidates will have familiarity with property development, development agreements, and ideally prior exposure to and understanding of litigation related to land use in partnership with litigators.

The individual selected will have strong interpersonal skills and be highly ethical in order to garner the confidence and trust of others. The ideal candidate will have experience handling politically sensitive issues and the ability to present themselves and the City with professionalism. To succeed in Redwood City's culture, the selected candidate will be inclusive and embrace working with staff with diverse backgrounds and levels of expertise.

The selected candidate will also have strong organizational and time management skills, including comfort with technology and modern legal office practices that can enhance office efficiency and productivity.

The ideal candidate's professional history will reflect five years of progressively responsible legal experience as a practicing attorney in the state of California. Experience in a municipal government setting is desired, and land use experience is strongly preferred. Candidates must possess a Juris Doctor from an American Bar Association-accredited law school or equivalent and be an active member in good standing with the State Bar of California. Any combination of training and experience that would provide the required knowledge, skills, and abilities will be considered.

COMPENSATION & BENEFITS

The annual salary range is \$172,372.46 - \$232,714.04 (+3% increase effective 12/1/25). Placement within the range is dependent on qualifications and experience. In addition to salary, Redwood City offers a competitive benefits package that includes, but is not limited to:

Hybrid Work Schedule: This position may participate in a hybrid work arrangement, with 3 in-office workdays and 2 remote workdays per week.

CalPERS Retirement:

Tier 1 - Employees hired before October 24, 2011

2.7% @ 55 formula; employee contribution 15% (includes the employee cost share of 7%).

Tier 2 - Employees hired on or after October 24, 2011

2% @ 60 formula; employee contribution 14% (includes the employee cost share of 7%).

Tier 3 - Employees hired on or after January 1, 2013, who meet the definition of "new member"

2% @ 62 formula; employee contribution 9% (includes the employee cost share of 2%).

Effective the first full pay period beginning on or after December 1, 2025, the employee's additional cost share toward the employer's pension share will be reduced by one percent (1%).

401(a) Retirement Plan: The City will contribute an amount equal to 2% of the employee's base monthly salary to a defined contribution plan. There is a mandatory 5% employee contribution to a 401(a) retirement plan.

Medical Plan: Choose from a range of HMO, PPO, and EPO options. The City pays up to 90% of the CalPERS Bay Area Kaiser Family Premium per employee.

Dental/Vision: City pays 90% of insurance premiums for eligible employees and their dependents.

Auto Allowance: \$300 per month.

Cellular Phone Stipend: \$46.15 per pay period or city-issued phone.

Vacation/Sick Leave: Annual vacation of 80 to 200 hours per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day for each whole calendar month of service. Accruals will be based on years of service with City and total public sector years or years in the industry.

Holidays: 13 recognized holidays + 2 administrative holidays.

In-Lieu Hours: 160 hours per calendar year may be taken as time off or paid in cash for any portion of this leave remaining as of the end of the calendar year. Hours will be prorated at time of hire for the first calendar year. Thereafter, this equates to an annual payment of approximately \$13,259.20-\$17,900.80 (at current salary levels) in addition to the base salary.

Educational Reimbursement: Annually up to \$1,500 for approved tuition for courses taken as part of an accredited college or university degree program or for professional development workshops or seminars.

Professional Development Reimbursement: Reimbursement for authorized personal development and improvements will be granted up to a maximum of \$750 per fiscal year. Personal well-being activities such as fitness and gym membership fees qualify for the \$750 per fiscal year.

Retiree Health: Generous city-paid health insurance offered to eligible retirees.

Life Insurance: The City offers basic life insurance coverage of \$3,000 to all members of the Executive Management Group; additional voluntary life insurance is available.

For a complete description of benefits, visit [Summary of Benefits](#).

Potential candidates outside the Bay Area are strongly encouraged to research the cost of housing and the overall cost of living in the area before applying.

Application & Selection Process

This recruitment will close at 11:59 pm on **Sunday, December 7, 2025**. To be considered for this opportunity, upload a cover letter, resume, and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



Tina White • 619.948.1786

Jennifer Curtis • 661.510.0076

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www.tbcrecruiting.com

After the closing date, the consultants will grant preliminary interviews to applicants with the most relevant qualifications. Candidates deemed to be the best qualified will be invited to participate in additional interviews. The City anticipates making an appointment in a timely manner once negotiations, background, and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.

