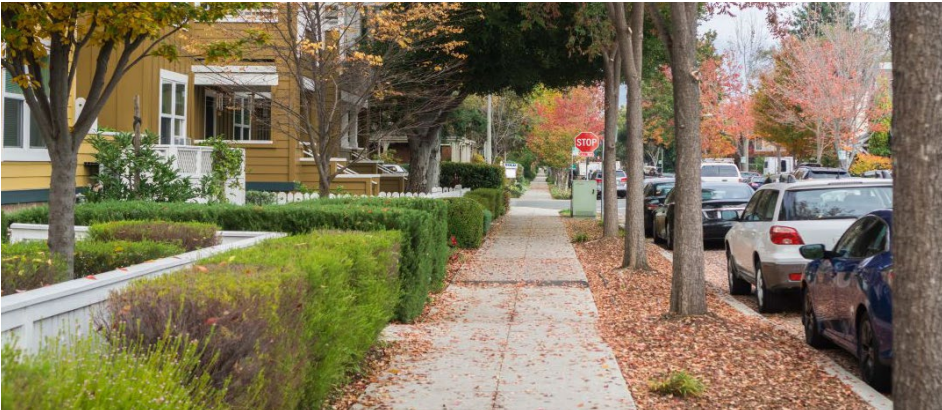


CITY ATTORNEY

The City of Palo Alto invites you to apply...



CITY OF
**PALO
ALTO**



The Community

The birthplace of Silicon Valley, Palo Alto, is a community of approximately 68,000 residents and nearly 100,000 jobs. Located on the mid-Peninsula between San Francisco and San Jose, Palo Alto is recognized worldwide as a leader in cutting-edge technology, medicine, and green innovation. The community's tree-lined streets and historic buildings reflect its California heritage, and, at the same time, many world-class businesses maintain or started offices here, such as Stanford Health Care and Lucile Packard Children's Hospital, Amazon, Broadcom, Hewlett-Packard, Houzz, Rivian, SAP, Tesla, and Varian Medical Systems. Numerous start-ups are also at home in Palo Alto, arguably making it the start-up capital of the world.

Stanford University is foundational to the history and prestige of Palo Alto, reflected in the community's dedication to lifelong learning. Stanford's cultural and educational offerings are integral to the vibrancy and charm of Palo Alto, while the City's exceptional K-12 school district ranks among the top public-school systems in the country. With more than 50% of adult residents holding a graduate degree or higher, Palo Alto is frequently ranked among the most educated cities in the nation.

Palo Alto boasts a genuine sense of community and an active citizenry with strong environmental values. Beautiful neighborhoods are complemented by vibrant commercial corridors and a bustling economy featuring premium shopping and dining options. Excellent healthcare facilities, performing arts, and diverse recreational opportunities are among the community's highly desirable and cherished amenities. To learn more, visit <https://bit.ly/panewslink>

City Government

Palo Alto is a full-service charter city with a council-manager form of government. The seven-member City Council is elected at large, and the City Council annually selects the Mayor and Vice Mayor from among its members. The Mayor and City Council appoint the City Manager, City Attorney, City Clerk, and City Auditor. The City Manager is responsible for the City's strategic direction and day-to-day operations. Palo Alto is organized into 15 departments/offices with 1,110.25 authorized positions in FY 2026. The City's FY 2026 operating budget totals \$1.0 billion, including \$313 million in the General Fund and \$1.1 billion in capital planning over the next 5 years.

Palo Alto owns and operates its own utilities, including electricity (carbon-neutral), gas, water, wastewater, and an expanding fiber network. This dynamic municipal environment ensures an ever-engaging platform for unique problem-solving and advances new initiatives, including sustainability, broadband, and effective service delivery.

Community assets also include five libraries, 36 parks, five community centers, a junior museum and zoo, youth centers, a general aviation airport, an 18-hole golf course, a regional water treatment plant, and wildland open space preserves at the San Francisco Bay and in the foothills of the Santa Cruz Mountains offering 41 miles of walking/biking trails in addition to its police, fire, and ambulance services.

Palo Alto has long been a leader in sustainability, and the City's ambitious greenhouse gas (GHG) emissions reduction goals are part of what sets it apart. Since the City's first Climate Protection Plan was passed in 2007, Palo Alto has set goals that exceed State and Federal targets. Today, the City's goal to reduce emissions 80% below 1990 levels by 2030 (the "80x30" goal) and achieve carbon neutrality by 2030 guides sustainability efforts.

An award-winning City, Palo Alto is recognized nationally as innovative and well-managed, and one of a small number of California cities with an AAA general obligation bond rating. City services and performance also receive impressive marks from community members in the National Community Survey. Many of those ratings put City programs and services in the highest percentiles among the hundreds of benchmark cities. Palo Alto makes decisions through comprehensive processes and proactively seeks to involve its extremely informed, educated, and engaged residents. Projects are naturally a cooperative effort among the City Council, Boards, Commissions, Committees, engaged residents, neighborhoods, businesses, property owners, and staff.

City Attorney's Office

The City Attorney's Office (CAO) serves as the legal arm of the City of Palo Alto, representing and advising the City Council, boards, commissions, departments, and City officials on all matters related to the conduct of City business. The Office drafts and reviews ordinances, resolutions, contracts, and other legal documents; negotiates complex agreements; and oversees the work of outside counsel when retained. The CAO also defends and prosecutes, directly or through outside counsel, all civil actions and proceedings involving the City and handles all criminal actions related to the City Code.

The City Attorney is appointed by the City Council and leads a team of 12 full-time professionals supported by a FY2026 budget of \$5.1 million. The Office includes nine attorneys, a Senior Management Analyst, a Secretary to the City Attorney, and a Claims Investigator.

After an accomplished municipal law career, Molly Stump, who has served as Palo Alto's City Attorney since 2011, will be retiring. She leaves behind a highly skilled, collegial legal team recognized for professionalism and excellence. The next City Attorney will be welcomed by an impressive executive leadership team composed of experienced and collaborative department heads and will work closely with the City Manager and City Council to advance Palo Alto's strategic priorities.



The Ideal Candidate

The City of Palo Alto seeks an accomplished municipal legal advisor skilled at leading a talented team in a complex environment to be its next City Attorney. The ideal candidate is a well-rounded legal professional with a breadth of experience and exceptional problem-solving skills who is energized by complex issues and approaches groundbreaking matters with fearless determination and curiosity. This resilient and strategic professional will be comfortable working in a fast-paced environment with competing priorities, requiring the management and prioritization of challenging projects. The future City Attorney will understand what it takes to work effectively with highly engaged and well-informed stakeholders and Councilmembers who represent various interests.

To be competitive, a candidate must demonstrate a strong history of collaborating with elected and appointed officials, city management, and department heads. A proven track record of being a trusted, unbiased, and sought-after partner is essential to fitting well with the leadership team in Palo Alto. The ideal candidate will take pride in the City's reputation for leadership in local government across many areas; therefore, it is crucial that they face new challenges with courage and perseverance.

The professional selected will exhibit sophisticated political acumen and strong experience with policy development. A history of developing thorough legal analysis

and recommendations, accompanied by well-vetted, well-thought-out options, will be expected. A proven history of being open-minded and innovative in designing creative strategies and developing solutions is consistent with the organization's established values.

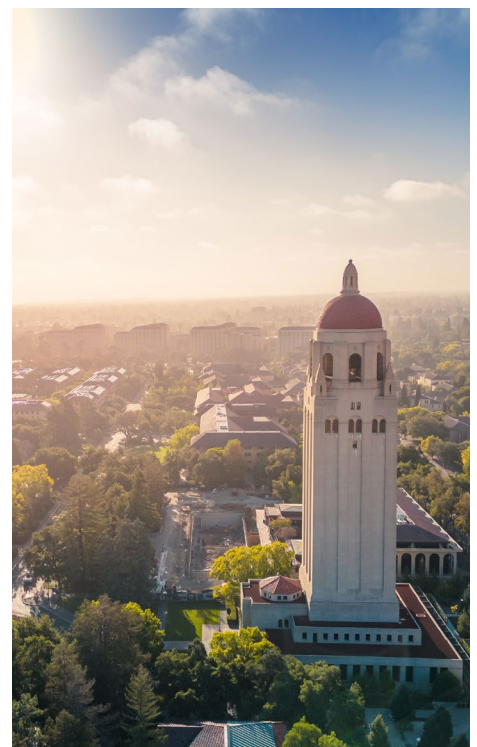
The ideal candidate is an excellent people manager who can effectively support a talented team of attorneys, ranging from new practitioners to veterans who are experts in their field. Their calm and supportive demeanor contributes to a culture that maintains high standards and provides staff the space to perform quality work. The ability to foster an environment where the Office can maintain its reputation as a reliable resource for sound guidance and valuable legal support will be essential to success in this position.

Familiarity with contemporary business practices, processes, and tools that contribute to an efficient and responsive office is strongly preferred. Impressive organizational skills and the proven ability to continually motivate a high-performing team will be critical to the success of the individual selected.

The City Attorney will be an effective and clear communicator capable of explaining complex legal terminology in understandable terms. This confident and articulate professional will demonstrate high emotional intelligence, and a steady, calm demeanor will help ensure a good fit with the Palo Alto culture.

Executive or senior-level experience in municipal law serving as a City Attorney,

Assistant City Attorney, or equivalent is highly desirable. The demonstrated capacity and competency to address challenging issues in a fast-paced environment that demands bold and strategic thinking will be expected. Experience with contemporary issues, including land use, housing laws, complex transactions, and public utilities, will be considered favorably. Proficiency in working effectively with outside counsel will also be expected. A Juris Doctor degree from an accredited law school and active membership in the California State Bar are required.



Compensation & Benefits

The City Council is committed to being competitive with the market while remaining fiscally responsible. Salary will be based on qualifications (Incumbent salary: \$365,266). Palo Alto offers a competitive benefits package, described in more detail here: <https://bit.ly/pabenefits> that includes but is not limited to:

Retirement: CalPERS 2% @ 60 formula for Classic members; 2% @ 62 formula for new members.

Retiree Medical Benefit: Provide reimbursement for medical plan in retirement for the retiree, spouse, and eligible dependents under age 26. Eligibility requires a minimum of 10 years of CalPERS service, including at least 5 years with the City of Palo Alto and 5 years with another CalPERS agency. The maximum benefit is reached with 20 years of CalPERS service and must retire from the City of Palo Alto.

Medical Plan: City pays a flat rate contribution in 2025, up to \$2444 per month for family coverage and employee pays in accordance with health plan option selected, between \$171.00 to \$1,828.00 per month.

Dental and Vision Plans: Fully paid dental and vision plans for employee and their family. Buy-up options for dental and vision also available.

Life and AD&D Insurance: Fully paid up to annual salary. City offers voluntary life insurance options for employees, spouses, and children.

Gold Standard EAP Program: The City's partnership with CONCERN EAP has benefited employees in all aspects of their lives, from financial planning to proactive meditation courses and countless more in-person and virtual offerings, 5 in-person sessions available per area of interest.

Flexible Spending Accounts: Daycare and Health Care.

Pilot Childcare and Educational Benefits:

- The City offers an annual Pilot Childcare Assistance Benefit. Up to \$10,000 assistance for childcare costs at eligible childcare facilities located within Palo Alto City limits. Find Childcare Resources.
- Through a new City of Palo Alto School District partnership, City employees are eligible to apply for their children to attend award-winning Palo Alto Unified District Schools. Find Palo Alto Unified School District school information.

Commuter Benefits: Benefits that allow you to deduct money pre-tax, match expenses in many cases, and even receive fully subsidized transit in some cases. City participates in the Pilot Clipper BayPass program, which allows employees to ride all Bay Area transit systems unlimited times and accept Clipper cards (excluding Cable Cars).

Additional Benefit: An annual benefit of \$3,000 for IRS Section 125 compliant uses such as Flexible Spending Accounts, Non-taxable Professional Development Spending Account, deferred compensation, or health club membership.

Employee Development Individual Fund: \$500 toward training, organization memberships, conferences, etc., plus a department-wide training budget.

Deferred Compensation Plan: Allows employees to save money towards retirement in a 457 Plan through either Empower or Mission Square. Contributions can be made pretax or post-tax (Roth).

401a Retirement Savings Plan: Option to enroll in a 401a retirement savings plan with employer and employee contributions.

Paid Parental Leave: Up to 6 weeks of paid leave within 12 months of birth or adoption.

Annual Day of Recognition: Floating holiday which can be used for individual days of cultural significance.

Vacation: 120 hours – 200 hours of vacation accrual per calendar year.

Management Leave: 80 hours per calendar year, eligible to convert into vacation time, allocate to a deferred compensation plan or cash-out.

Other Leave: 96 hours of sick leave per year; 12 paid holidays.

Flexible and Hybrid Work Schedules: Eligible positions may qualify for 2 remote workdays week and a 9/80 schedule.

Application & Selection Process

The closing date for this recruitment is midnight, **Sunday, December 14, 2025**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout its various stages.



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TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

After the closing date, resumes will be screened against the criteria outlined in this brochure. Applicants with the most relevant qualifications will be granted preliminary interviews by the consultants immediately. Candidates deemed to be the best qualified will be invited to interview with the City Council. The City Council anticipates making an appointment in a timely manner after thorough background and reference checks are completed. Please note that references will not be contacted until the final stage of the process, and only in close coordination with the selected candidate.



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