

# DEPUTY/ASSISTANT CITY ATTORNEY







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## 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.

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## 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.

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## 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 matters related to City business.

The Office negotiates key transactions and advises on policy 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 an FY 2025-26 budget of \$2.7 million.

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## THE POSITION

The City Attorney's Office is excited to offer an opportunity to join the office as either a Deputy City Attorney or Assistant City Attorney, depending on the experience and qualifications of the selected candidate. The Deputy or Assistant City Attorney will join a capable, dedicated, and collaborative team of legal professionals supporting the City's legal needs in a dynamic municipal environment.

Attorneys in the City Attorney's Office serve as trusted advisors to City departments, the City Council, and boards and commissions, providing timely, practical, and solution-oriented legal counsel on matters that often involve novel issues, competing priorities, and tight timelines. The work is intellectually engaging and directly connected to shaping how the City operates and grows in a community known for innovation, complex development activity, and a strong commitment to effective and transparent governance.

Under the direction of the City Attorney, the Deputy or Assistant City Attorney advises assigned departments, addresses complex

legal issues, and supports City initiatives from planning through implementation while minimizing legal risk. The scope of practice will be informed by the experience and interests of the selected candidate. Attorneys with labor and employment experience will provide legal support to the Human Resources Department, while candidates without direct experience in this area may assume this responsibility over time based on demonstrated aptitude, interest, and commitment to developing expertise. Additional responsibilities may include public contracting, governance, and regulatory matters. Attorneys collaborate closely with internal clients, and as needed, outside counsel to deliver practical, solutions-oriented legal advice in support of City priorities.

**Key responsibilities include:**

- Conferring with department heads and City staff regarding legal issues and making appropriate recommendations
- Researching legal issues and preparing opinions, ordinances, resolutions, contracts, leases, permits, and other legal documents, depending on assignment
- Monitoring proposed legislation and court decisions affecting municipal operations

**Experience in this role will allow you to:**

- Learn from and collaborate with experienced municipal attorneys in a well-regarded City Attorney's Office
- Take ownership of substantive legal work with visible impact on City operations and the community
- Build strong client relationships across City departments while addressing complex legal issues
- Advance professionally through increasing responsibility and direct mentorship from the City Attorney

This role is ideal for an attorney who enjoys complexity and wants to apply high-level legal skills in a public service setting with real-world impact.



## THE IDEAL CANDIDATE

Redwood City seeks a sharp, adaptable, and service-minded attorney who thrives in a dynamic environment and brings strong judgment to complex legal issues. The ideal candidate is an excellent writer and analytical thinker who can translate complicated legal concepts into clear, actionable guidance for non-legal audiences.

Equally important, the successful candidate brings strong interpersonal skills and the ability to build trust and confidence with clients at all levels of the organization. They communicate with professionalism, clarity, and empathy, and work effectively and inclusively with individuals from diverse backgrounds, disciplines, and perspectives.

The ideal candidate is comfortable operating at pace, managing multiple matters simultaneously, and partnering closely with department leaders to solve problems rather than simply identify risk. Flexibility, responsiveness, discretion, and sound judgment are essential in this highly visible public-sector role.

Experience in labor and employment law or litigation is a plus and will be favorably considered. Municipal law experience is beneficial; however, attorneys from private practice or other public agencies with strong transferable skills and an interest in public service are also encouraged to apply.

The successful candidate is motivated by meaningful work, collaborative relationships, and the opportunity to contribute to a City that values innovation, accountability, inclusion, and thoughtful governance.

Candidates must possess a Juris Doctor degree from an accredited law school and maintain active membership in the State Bar of California. Deputy City Attorney candidates shall have at least two years of experience as a practicing attorney in the State of California. Professional history for Assistant City Attorney candidates will reflect five years of progressively responsible law experience as a practicing attorney in the State 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 for the Deputy position is \$ 137,645 - \$ 185,818. The annual salary range for the Assistant City Attorney position is \$ 177,543 - \$ 239,696. Placement within the range is dependent upon the experience and qualifications of the applicant. 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 14% (includes the employee cost share of 6%).

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

2% @ 60 formula; employee contribution 13% (includes the employee cost share of 6%).

Tier 3 – Employees hired on or after January 1, 2013, who meet the definition of “new member”

2% @ 62 formula; employee contribution 8% (includes the employee cost share of 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.

**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, March 1, 2026**. 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](http://www.tbcrecruiting.com).

**TB&CO.**

Tina White • 619.948.1786

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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.

