



CITY ATTORNEY

City of New Braunfels, TX



The Community

Nestled at the edge of the Texas Hill Country along the I-35 corridor between Austin and San Antonio, New Braunfels is a vibrant and rapidly growing community with a projected population of approximately 128,000. Founded in 1845 and shaped by its rich German and Hispanic heritage, New Braunfels has maintained a distinctive sense of history and community while emerging as one of the fastest-growing cities in the nation. The Comal and Guadalupe rivers run through the heart of the city, and residents enjoy an exceptional quality of life with 41 local parks, nearby Canyon Lake, a historic downtown, and celebrated destinations including Gruene Hall, Schlitterbahn Waterpark, and the annual Wurstfest.

New Braunfels' desirable location and quality of life continue to attract new residents, businesses, investment, and visitors, creating both tremendous opportunity and the challenges that accompany sustained growth. The community offers highly regarded public, private, and charter schools, a diverse economy, and a strong tradition of civic engagement. As New Braunfels continues to evolve, City leaders remain focused on thoughtful planning, responsible stewardship, strong public services, and preserving the character and quality of life that have made the community such a desirable place to live, work, and visit.



Government

The City of New Braunfels operates under a Council-Manager form of government. The City Council consists of a Mayor, elected at large, and six Council Members elected by district, each serving three-year terms. The City Council is responsible for establishing policy, enacting ordinances and resolutions, adopting the City's budget, and setting priorities that guide the organization and community. The City Manager is appointed by the City Council and serves as the City's chief executive officer, responsible for implementing Council policies, overseeing daily operations, managing City staff, and ensuring the efficient and effective delivery of municipal services. The City Attorney is also appointed by and reports directly to the City Council, serving as the City's chief legal advisor and providing legal counsel and representation to the City Council, City Manager, executive leadership, City departments, boards and commissions, and other City officials.

The City Attorney's Office

The City Attorney's Office serves as the primary legal advisor to the City Council, City Manager, executive leadership team, City departments, the New Braunfels Economic Development Corporation, and approximately 35 boards and commissions. The Office provides legal counsel across all areas of municipal operations and oversees municipal court prosecution functions. The legal team includes the City Attorney, First Assistant City Attorney (currently vacant), Senior Assistant City Attorney, Assistant City Attorney/Prosecutor, and Senior Paralegal.

The Office maintains a broad and diverse municipal law practice encompassing municipal governance and ethics; open meetings and public information compliance; economic development; land use, planning and development; procurement and contract negotiation; employment and labor law; civil service matters involving Fire and Police; real estate and property transactions; risk management and litigation oversight; ordinance drafting and policy development; municipal court prosecution oversight; and public infrastructure. The next City Attorney will lead and mentor this team while helping shape the future of the department and ensuring responsive, practical legal support for the organization as New Braunfels continues to grow and evolve.





The Position

Under the direction of the City Council, the City Attorney serves as the chief legal advisor for the City of New Braunfels and a key member of the City's leadership team. The City Attorney provides strategic legal counsel, advice, and representation to the City Council, City Manager, executive leadership, City departments, boards and commissions, and other City officials while overseeing the operations and staff of the City Attorney's Office.

This highly visible leadership role calls for a trusted advisor and strategic partner who can help City leaders navigate complex legal, policy, governance, and organizational issues. As New Braunfels continues to grow and evolve, the City Attorney will be expected to anticipate emerging issues, provide practical and legally sound guidance, and help advance City priorities while supporting effective governance, sound decision-making, and appropriate management of legal and organizational risk.

Education and Experience

Qualified applicants will have a Juris Doctorate Degree from an accredited law school and a minimum of ten (10) years of progressively responsible experience as a licensed practicing attorney in Texas, with significant experience in municipal law, local government law, public sector law, or a closely related governmental legal environment. Prior experience advising elected officials, executive leadership, and public entities is strongly preferred. Additional preferred experience includes supervising attorneys, managing a legal department, and/or overseeing outside counsel, as well as experience in key areas of municipal practice such as civil litigation, land use and development, contracts, employment law, public finance, and related legal matters.

Required Qualifications:

- Licensed to practice law in the State of Texas.
- Must possess a valid Texas Driver's License.
- Must reside within the City limits of New Braunfels or establish residency within the City within one hundred twenty (120) days of appointment, in accordance with Section 8.04 of the City Charter.



Essential Functions and Responsibilities

- Serves as the chief legal advisor to the City Council, City Manager, executive leadership team, City departments, boards, commissions, and other City officials on a wide range of municipal legal matters.
- Provides strategic legal guidance regarding municipal governance, ethics, open government requirements, policy development, and organizational risk management.
- Oversees the operations and services of the City Attorney's Office, including the supervision, direction, and development of legal staff and coordination with outside counsel as needed.
- Provides legal advice, both verbally and in writing, regarding the application and legality of ordinances, policies, procedures, regulations, contracts, and governmental practices.
- Performs and oversees legal research and the drafting, review, and negotiation of ordinances, resolutions, contracts, agreements, leases, easements, deeds, memoranda, correspondence, legal opinions, and other legal documents.
- Oversees legal support related to civil litigation, claims, administrative proceedings, negotiations, and other legal matters involving the City.
- Provides counsel related to municipal operations, including economic development, land use, planning and development, procurement, employment and labor matters, civil service, real estate, public infrastructure, utilities, and other areas of municipal law.
- Ensures compliance with the Texas Open Meetings Act, Texas Public Information Act, and other applicable laws and regulations.
- Serves as a legal advisor and parliamentarian to the City Council and other boards, commissions, and committees as assigned; provides guidance regarding meeting procedures, legal requirements, and governance matters; attends meetings, work sessions, hearings, and other proceedings as directed.
- Represents the City and serves as a professional spokesperson on legal matters by providing accurate, timely, and accessible information while maintaining appropriate confidentiality.
- Maintains comprehensive knowledge of the Texas Constitution, applicable state and federal laws, and the City's ordinances and Charter; regularly reviews and advises on the alignment of City ordinances, policies, and governmental practices with constitutional and legal requirements; and recommends updates or corrective action as appropriate to support lawful and effective governance.



The Ideal Candidate

The ideal candidate will be an experienced municipal attorney with a strong foundation in Texas municipal law and a demonstrated understanding of the legal issues facing a growing, full-service city. The successful candidate will bring significant municipal or local government experience, including substantive experience in planning and zoning, land use and development, and civil service matters. Broad knowledge across other areas of municipal practice, including governance, open government, contracts, employment and labor law, economic development, real estate, litigation, and risk management will be highly valued.

The successful candidate will be a collaborative and trusted legal advisor who combines strong technical expertise with sound judgment and a practical, solutions-oriented approach. This individual will be comfortable advising elected officials and executive leadership, providing candid and independent legal counsel, and clearly explaining complex issues and potential risks. The City is seeking someone who is approachable and accessible, builds strong relationships throughout the organization, and works proactively with departments to identify legally defensible paths forward rather than simply identifying obstacles.

Above all, the next City Attorney will demonstrate integrity, emotional intelligence, professionalism, and a genuine commitment to public service. This individual will be politically astute without being political, calm and measured when navigating sensitive or high-profile matters, and an effective leader who develops and supports a strong legal team. New Braunfels is seeking a forward-thinking attorney who can anticipate issues, balance legal risk with operational realities, and help City leaders make confident, well-informed decisions as the organization and community continue to grow and evolve.

Salary

The City of New Braunfels is offering a salary range between \$225,000 - \$240,000, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out-of-area candidate.

How To Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: NBTXCA

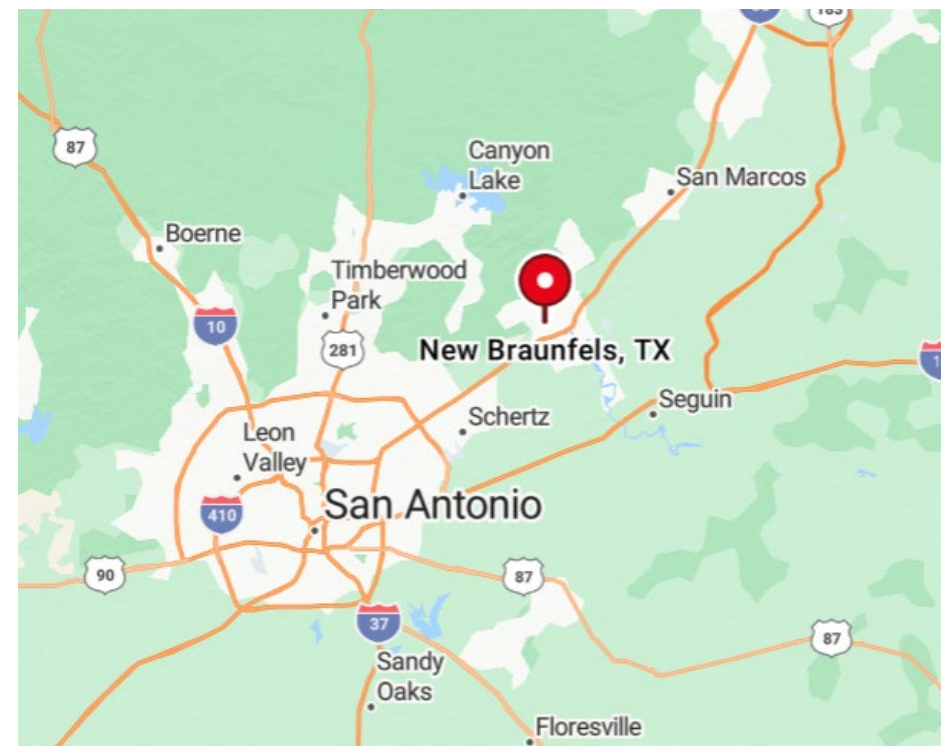
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