Town Council Organizational Meeting and Work Session
Agenda Item 3.a.

Agenda Item: **Town Manager Recruitment Process**

Meeting Date: January 7, 2025

Category: Discussion

Prepared by: Tanya Kendrick, Human Resources Director

Description:
The Town of Herndon has contracted with Baker Tilly, a highly experienced and reputable firm that specializes in local government executive recruitment, to conduct a nationwide search for the next Town Manager. The recruiter will be in attendance at the work session and provide a briefing on the recruitment process to the Town Council. The recruitment process will open with the posting of the position brochure on January 8, 2024.

Background:
With the resignation of the former town manager in September 2024, a transition plan was implemented that included the appointment of an interim town manager, and the recruitment process commencing once the 2025-2026 Council took office in January 2025.

In December 2024, the Council-elect was provided the recruitment timeline and was contacted individually by Baker Tilly to provide feedback regarding what they are looking for in the next town manager. The town's leadership team also provided input on desired qualities of the future manager.

With council and staff input, the Town Manager recruitment brochure has been finalized, and the position will be posted on January 8, 2024. The recruitment timeline is attached to this agenda item.

Timing Impact:
The Interim Town Manager has been serving in a temporary capacity since September 2024. Commencement of the recruitment process was paused until January 2025 in order to allow the newly elected Council to take office. The Town Council is responsible for appointing the Town Manager.

Strategic Focus Area:



Strong Fiscal Stewardship
Secure and Interconnected Community
Environmental and Economic Sustainability
Good Governance
Thriving Community

Fiscal Impact:
On September 10, 2024, $341,000 was appropriated for transition costs related to the selection of the new Town Manager through Ordinance 24-O-27, to amend the Fiscal Year (FY) 2025 Adopted Budget.

Legal Impact:
Herndon Town Charter, Section 4.1 states that the town council may appoint a chief administrative officer of the town who shall be called the town manager, fix their salary and delegate to them such administrative duties, powers and responsibilities as it believes to be in the best interest of the town. During their tenure of office the town manager shall reside within the town. The town manager shall serve at and during the pleasure of the town council.

Herndon Town Charter Section 4.2 describes the duties of the Town Manager.

Staff Recommendation/Next Steps:
The recruitment process will proceed as outlined in the attached timeline.

Attachments:
1. Town Manager Recruitment Timeline