

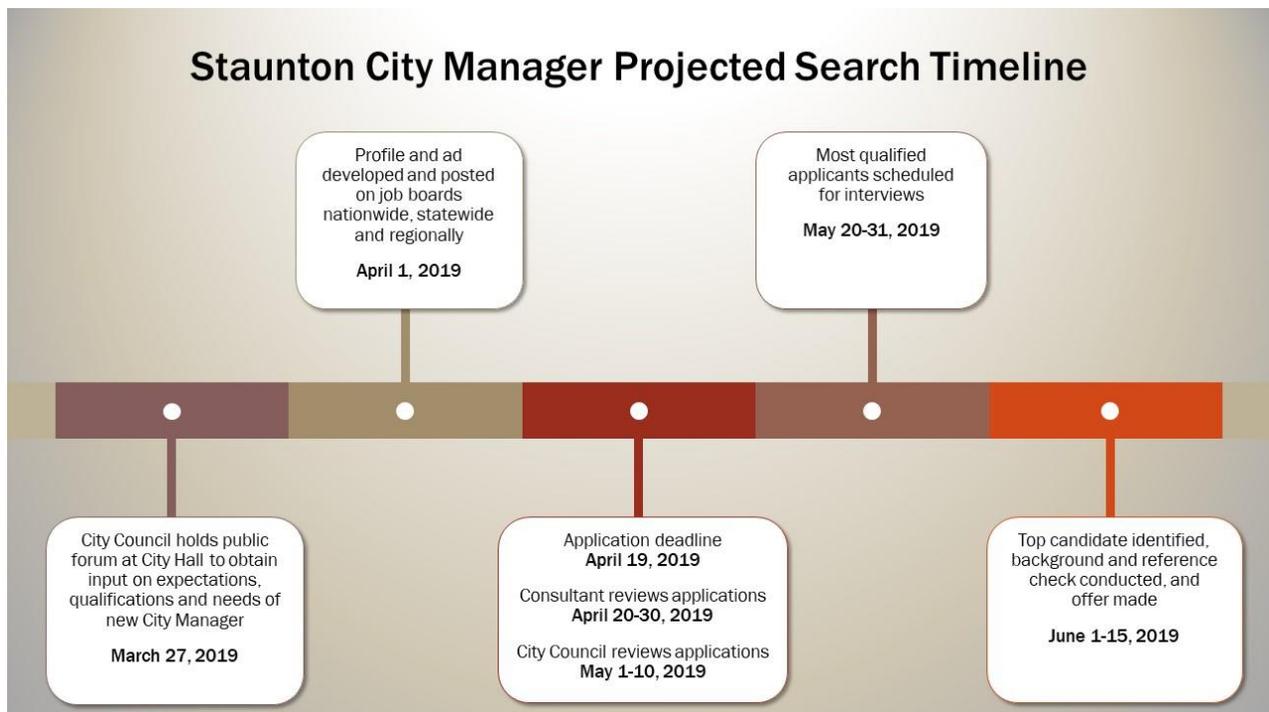
## Process & Timeline

Staunton City Council is utilizing the consulting services of Nancy Bowman, a local and experienced human resources professional, to lead the recruitment and selection process. Bowman, who is retired, has 36 years of experience in executive recruitment and human resource management.

She formerly served as the City’s director of human resources for 11 years and has in-depth knowledge of the City’s organizational structure, operations, and intergovernmental agencies and relations. She will work with City Council to advertise the position by the end of the month and guide the recruitment and selection process.

The position opening will be posted on several job boards that will reach potential candidates nationwide, statewide and regionally, including those of the following organizations:

- **International City/County Management Association:** The ICMA is the world’s leading association of professional city and county managers and other employees who serve local governments.
- **Virginia Local Government Management Association:** The VLGMA is a state affiliate of the aforementioned ICMA. It is a non-profit, non-partisan organization composed primarily of city, town, and county managers and key members of their management teams.
- **Virginia Municipal League:** The VML is a non-profit, non-partisan association composed of more than 200 member cities, towns and counties in Virginia that work together to improve the quality of life in communities across Virginia.



## Public Forum

As part of the search process for the next City Manager, City Council is conducting a public forum at 7 p.m., Wednesday, March 27 in Council Chambers at [City Hall](#). Staunton residents are invited to provide input on the role of the City Manager position and the expectations of the person who will occupy this City leadership role.

Residents will have a maximum of five minutes to share their comments, and each participant will have the opportunity to speak once during the forum.

Speakers should focus their comments on their expectations of the person who will hold this city leadership position and broadly address the following questions:

- What are your expectations of the next city manager as a local government manager, community influencer and leader?
- What are the qualities that you value in a city manager?
- What role should the next city manager play in the City's continued growth and success?

## City Manager Responsibilities

To ensure residents have a clear understanding of the role and responsibilities of the City Manager, City Council is providing the following brief description of the responsibilities of the position.

The City Manager is appointed by City Council and is responsible for the general operations of the City on a day-to-day basis. The City Manager also administers policies and ordinances enacted by City Council.

Under provisions of the City Charter and City Code, the City Manager appoints all of the City's department directors. Those departments include:

- [Assessor's Office](#)
- [Community Development](#)
- [Economic Development](#)
- [Finance](#)
- [Fire & Rescue](#)
- [Human Resources](#)
- [Information Technology](#)
- [Library](#)
- [Parks & Recreation](#)
- [Police](#)
- [Public Works](#)
- [Tourism](#)

The City Manager also works collaboratively with several regional agencies that serve numerous localities in the Shenandoah Valley. The City Manager, or his or her deputy, is a member of each agency's governing board alongside administrators from each served locality.

Regional agencies that serve the City of Staunton include:

- [Augusta Regional Landfill](#)
- [Blue Ridge Court Services](#)
- [Central Shenandoah Valley Office on Youth](#)
- [Middle River Regional Jail](#)
- [Shenandoah Valley Animal Services Center](#)

- [Shenandoah Valley Juvenile Center](#)
- [Shenandoah Valley Social Services](#)
- [Valley Alcohol Safety Action Program](#)

Under the Virginia form of government, local governments also work with five Constitutional Officers independently elected by the citizens to carry out certain government functions. The City Manager maintains working relationships with each of these officers. The City of Staunton retains the following Constitutional Officers:

- [City Sheriff](#)
- [Clerk of the Circuit Court](#)
- [Commissioner of Revenue](#)
- [Commonwealth's Attorney](#)
- [Treasurer](#)

## Questions

Citizen and media inquiries regarding the search and recruitment process for the position of City Manager should be addressed to Mayor Carolyn Dull at [dullcw@ci.staunton.va.us](mailto:dullcw@ci.staunton.va.us) or 540.332.3810.