

RESOLUTION

NO: 2023-08-145

LIVINGSTON COUNTY

DATE: August 14, 2023

Resolution Authorizing the Process for Filling the Vacancy of the County Administrator Position – Board of Commissioners

WHEREAS, Nathan Burd, County Administrator, has tendered his resignation effective September 1, 2023 and the Board of Commissioners has accepted his resignation; and

WHEREAS, the position of County Administrator is responsible for the overall management of the County, oversees the development and administration of County departments and operations, insures that the day-to-day operation of the County government is compliant with sound governmental systems and procedures and consistent with policies adopted by the Board of Commissioners. The County Administrator assists the Board of Commissioners in developing the vision for the County as well as implementation strategies and programs for realizing related goals, objectives and outcomes; and

WHEREAS, County government is a complex, inter-related system of constitutionally, statutorily, contractually and service-oriented activities, programs and services. This position is essential for building relations with other governmental units, including surrounding counties, townships, villages and cities; non-profit and private organizations; internal/external communications; and working towards collaborative efforts; and

WHEREAS, because of the complexity of county government and the duties/responsibilities of the County Administrator position it is imperative that proper recruitment, selection and assessment of - potential candidates be utilized; and

WHEREAS, Hiring Solutions, LLC. has the knowledge and expertise to assist the Board of Commissions with the recruitment, selection and assessment of potential candidates for the County Administrator position and has been retained consistent with prior Board of Commissioner action, to assist with this process.

THEREFORE BE IT FURTHER RESOLVED, the Livingston County Board of Commissioners hereby authorizes the Search Team consisting of the Personnel Committee (voting members); and the Human Resources Director, Deputy County Administrator/Finance Officer **and a Volunteer Elected Official** (non-voting members) to make a recommendation to the full Board of Commissioners of the top three candidates for County Administrator for appointment of the top candidate by the Board of Commissioners.

BE IT FINALLY RESOLVED, the Search Team shall work with Hiring Solutions, LLC. to assist the Board of Commissions with the recruitment, selection and assessment of potential candidates for the County Administrator position.

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MOVED:

SECONDED:

CARRIED: