



Tentative Timeline and Recruitment Process for Washoe County Manager



Tentative Recruitment Timeline for Washoe County Manager

Tentative Recruitment Timeline: June 17, 2025 - October 27, 2025

Appointment date: October 27, 2025

Anticipated start date: January 5, 2026 or earlier (dependent on selected candidate)

June 17, 2025

Human Resources (HR) requests approval from the Board to begin the County Manager recruitment by soliciting proposals from executive search firms to conduct the recruitment.

HR sends out requests for proposals*

**Contingent on the Board approving the recruitment process*

June 17, 2025 – July 8, 2025

HR receives proposals from executive search firms

July 9, 2025 - July 18, 2025

July 9, 2025 - July 11, 2025

HR, in consultation with the Board Chair and the Board Vice Chair, review proposals and determine which executive search firms to interview.

July 14, 2025 - July 18, 2025

HR, the Board Chair and Board Vice Chair interview prospective executive search firms and make a selection.



July 21, 2025 – August 1, 2025

HR, in consultation with the Board Chair and Board Vice Chair, work with the executive search firm to develop the recruitment process and outreach plan. *

**Contingent on executive search firm's schedule*

August 4, 2025 – August 29, 2025

Executive search firm conducts recruitment.**

***Contingent on executive search recruiter's schedule*



September 2, 2025 – October 3, 2025

September 2, 2025 - September 12, 2025

Executive search firm interviews and identifies top candidates.

September 15, 2025 - September 18, 2025

HR, the Board Chair and Board Vice Chair meet with executive search firm and identify top candidates.

September 18, 2025 - October 3, 2025

Executive search firm conducts background checks on top candidates.



October 23-25, 2025

Conduct Meet and Greets with top candidates and stakeholders.

- Anticipate three (3) meet and greets
- Locations to be identified by the Board

October 27, 2025, BCC Special Session

In a Special Session, the Board will interview the top candidates for Washoe County Manager.

October 28, 2025 – November 4, 2025

HR, in consultation with the Chair of the Board, will negotiate the salary and start date with the selected candidate.

January 5, 2026

Anticipated start date.

Thank you

