



**Warren C. Evans**  
County Executive

**ASSISTANT CORPORATION COUNSEL – CHIEF  
(REAL ESTATE DEVELOPMENT)**

**GENERAL SUMMARY:**

The Assistant Corporation Counsel - Chief in Corporation Counsel is under the Department of Corporation Counsel. This position reports directly to the Deputy Corporation Counsel. This position assists Corporation Counsel by providing legal assistance and oversight to Wayne County Departments, the Wayne County Chief Financial Officer and the Wayne County Executive's Office on major County construction projects, real estate transactions, deal structuring, grant management and compliance, incentive structuring, financing of developments, bonds on developments and tax anticipation notes. This role leads and supports the services, contracts, funding and projects associated with Corporation Council, to ensure effectiveness of service delivery, resource utilization and results.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Legal oversight for major construction projects
- Legal oversight for real estate transactions
- Legal oversight for Wayne County Land Bank development projects
- Legal Oversight for Wayne County Brownfield Re-Development Authority
- Legal Oversight for Wayne County Economic Development Corporation
- Legal Oversight for Detroit/Wayne County Stadium Authority
- Legal Oversight for Wayne County Building Authority
- Legal Oversight for Wayne County financial matters
- Legal Oversight on funding for grants from the United States Housing and Urban Development Authority

- Legal Oversight on distinct component units of Wayne County
- Performs other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the Wayne County Charter
- Knowledge of IRS regulations
- Knowledge of the Michigan Municipal Financing Act
- Knowledge of occasional changes in law related to IRS regulations, real estate, grant funding, and construction projects
- Ability to solve problems, use judgment and make decisions at high levels and in unique situations
- Supervisory skills to lead a team of law professionals
- Ability to establish effective relationships within the agency and with outside sources such as court administrators, business professionals, and law firm representatives

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct etc.**

**REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

## **DESIRED EXPERIENCE AND TRAINING:**

Experience: Six years of legal experience in government real estate and bond transactions.

Training: Juris Doctorate.

Licenses: Membership and licensed by the State Bar of Michigan

## **WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
February 2013