



**Warren C. Evans**  
County Executive

## **ASSISTANT CHIEF EXECUTIVE**

### **GENERAL SUMMARY:**

The Assistant Chief Executive reports to the Deputy Chief Executive Officer (DCEO) and may lead a variety of County, Executive, and community initiatives and programs; manages various matters relating to government and community affairs, human resources, policies/regulations or budget and research; provides management consultation to executives and staff; assesses County needs, effectiveness, efficiency and customer service; facilitates communication and cooperation to integrate processes, policies, goals and objectives by fostering interdisciplinary, collaborative solutions. This role leads and supports the services, contracts, funding and projects associated with the Executive Branch of Wayne County, to ensure effectiveness of service delivery, resource utilization and results.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Abides with all orders, rules, ordinances, laws and other matters as required by Wayne County Charter
- Meets with citizens and community leaders to promote Wayne County
- Assists in overseeing annual county operating budget
- Develops policies that improve Wayne County
- Assists in coordinating the administration of County functions with the exception of those functions managed by other elected County officials
- Recommends improvements in County policies, plans, programs and services
- Fosters the vision, mission and objectives of the departments of the Executive Branch
- Directs, supervise and manages appointee staff

- Represents the County at community, business, or government events
- Administers, interprets and explains policies, rules and regulations
- Analyzes operations to evaluate performance of departments and staff to determine areas of cost and program improvements
- Assists in establishing internal control procedures
- Presides over or serves on board of directors, committees and other government boards
- Evaluates and implements current and long-range planning policies
- Meets with board members, organization officials and staff members to establish plans
- May lead or oversee various special projects or operations as directed by the CEO
- Support and strategize potential opportunities for Wayne County
- Develops organization and community relations
- Fosters engagement, empowerment and education throughout the County
- Enforces the maintenance of ethics, integrity and diversity
- Performs other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Wayne County codes and local ordinances
- Knowledge of management principles
- Administrative skills
- Skills in working with community groups
- Ability to communicate effectively
- Judgment, reasoning and decision-making
- Knowledge of personnel procedures
- Leadership Skills
- Ability to set priorities
- Application of information technology, computing, and security
- Application of project management techniques
- Application of audit & control measures

- Interpersonal skills to manage and lead staff and initiatives
- Interpersonal skills for customer service
- Ability to educate, influence and motivate

**\*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
- Political Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long Term Planning
- Teamwork & Group Leadership

**DESIRED EXPERIENCE AND TRAINING:**

Experience: Eight years progressive experience in federal, state or local government.

Training: A Bachelor's degree in Public Administration, Business Administration, Finance, Public Policy, Law, Human Resources or a related area or equivalent educational experience.

**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 skill required of this position.

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