



Warren C. Evans  
County Executive

## CHIEF EXECUTIVE OFFICER

### GENERAL SUMMARY:

The Chief Executive Officer, ("CEO") ***has very substantial administrative authority over County departments and directs all County facilities, operations and functions***, as prescribed by Charter. The Chief Executive provides oversight and guidance for the ***implementation and enforcement of administrative procedures and practices required by laws, County ordinances, charter, resolutions, orders and rules; submits reports and recommendations to the Commission on any matter affecting the County; Exercises powers and duties required for emergency preparedness; Maintains a planning division; and administers veto power.*** The CEO oversees and directs the activities of all the departments within the Executive Branch and directly manages the DCEO, The Department of EDGE and Communications.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervise, coordinate, direct, and control all County facilities, operations, and functions of the executive branch.
- Implement and enforce laws, ordinances, resolutions, orders and rules
- Lead the vision, mission and objectives of the departments of the Executive Branch
- Direct the work of the County Executive Office as prescribed by law, ordinance, or Charter
- Submit reports and recommendations to the Commission on any matter affecting the County
- Oversight of organization and community safety and emergency preparedness
- Maintain a Planning Division in the office of the CEO
- May veto any ordinance or resolution having the effect of law, or approving a contract, or any line item in an appropriation ordinance.

- Direct the preparation and submission of the annual budget
- Direct the collection, analysis and interpretation of data and the enforcement of administrative activities, processes and policies
- Ensure the delivery of services to the citizens of Wayne County
- Assess organizational performance against both the budget and the County's long term strategy and mission
- Oversee the development of policies
- Analyze critical internal and external information to aid in the support of both strategy and operations
- Analyze operations to evaluate performance of departments and staff to determine areas of cost and program improvements
- Oversee long-term budgetary planning and cost management
- Engage the Wayne County Commission and other elected officials around issues, trends and changes in the forecast and delivery of services
- Interact regularly with rating agencies, editorial boards, underwriters, Federal and State government and other external stakeholders
- Recommend improvements in County policies, plans, programs and services
- Oversight of County functions with the exception of those functions managed by other elected County officials
- Oversight of internal audit & control procedures
- Preside over or serve on boards of directors, committees and other government boards
- Develop organization and community relations
- Foster engagement, empowerment and education of County departments
- Ensure operational transparency and accountability
- Enforce the maintenance of ethics, integrity and diversity

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of government policies and procedures
- Knowledge of federal, state and local regulatory requirements related to government
- Ability to analyze financial and statistical reports

- Ability to establish effective relationships with constituents at all levels of the County organization
- Computer skills for basic office services
- Interpersonal skills

**\*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: ***The CEO shall be elected at large on a partisan basis for a 4 year term and must be a qualified elector of the County at the time of the election. If the party candidate nominated in the primary election dies or otherwise becomes unable to be elected, a successor candidate shall be selected in the same manner that a successor candidate is selected for the office of County Clerk.***

***If the office of CEO becomes vacant, a successor shall be elected at a special election held concurrently with the next regular County general election. The successor shall fill the unexpired term.***

#### **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  
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