



Warren C. Evans
County Executive

CHIEF OPERATING OFFICER OF HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES

GENERAL SUMMARY:

The Division of HHS Administration is under the direction of Health and Human Services. The Chief Operating Officer (HHS) reports directly to the Director of Health and Human Services. This role leads and supports the services, contracts, funding and projects associated with HHS, to ensure effectiveness of service delivery, resource utilization and results, as prescribed by Charter.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists the Director of HHS with the management and oversight of all HHS divisions and HHS Administration operations: such as budgets, policies, procedures, and resource allocation
- Insures the timely processing of all major HHS contracts for services
- Develops new general fund cost neutral programs
- Coordinates the search and application for new grants earmarked for HHS; supervises the management of all grant activities, including the filing of applications, grant draw downs, expenditures reporting and reconciliation
- Represents the Department/Director of HHS at meetings with County elected officials including but not limited to the CEO Department Head meetings, Board meetings, Commission meetings, Departmental meetings, internal staff meetings and other meetings as required
- Manages and oversee department-wide personnel matters
- Represents HHS at step four and above grievance matters
- Interacts with the public doing business with Wayne County

- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of grant processing and accountability
- Knowledge of grant research and application
- Knowledge of budgets development, maintenance and modification
- Knowledge of contract administration and required procurement processes
- Knowledge of Administrative of policies, procedures, rules and CBA's
- Knowledge of municipal finance and Charter requirements
- 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
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Ten years of progressive administrative and municipal experience at a professional level, which includes managerial responsibilities, monitoring operational efficiency and oversight in a public health setting. Experience in a public agency is preferred.

Training: Bachelor's degree in Public Administration, Business Administration, Public Health, Mental Health or a related field or equivalent educational experience. Master's Degree preferred.

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