



**Warren C. Evans**  
**County Executive**

## **CHIEF OPERATING OFFICER**

### **GENERAL SUMMARY:**

The Chief Operating Officer reports to directly to the DCEO and is a member of the executive team. The Chief Operating Officer will assist in the implementation and administration procedures and practices required by the Chief Executive and assist and direct activities of all the divisions in Wayne County, according to Charter. This role leads and supports the services, contracts, funding and projects associated with the Executive CEO Office, to ensure effectiveness of service delivery, resource utilization and results.

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

- Assists the CEO and Deputy CEO with the management and oversight of all aspects of County operations
- Enforces all orders, rules, ordinances, laws and other matters as required by Wayne County Charter
- Directs the development and implementation of policies, goals, objectives and procedures that improve Wayne County
- Develops tools and systems to provide critical operational information to the CEO and make actionable recommendations on both strategy and operations
- Analyzes operations to evaluate performance of departments and staff to determine areas of cost and program improvements
- May assist in managing and overseeing long-term budgetary planning and cost management in alignment with the County's strategic plan and mission
- Engages the Wayne County Commission and other elected officials around issues, trends and changes in the forecast and operational delivery
- May interact with rating agencies, editorial boards, underwriters, Federal and State government and other external stakeholders

- Provides programmatic leadership and input for all strategic planning processes
- Recommends improvements in County policies, plans, programs and services
- Coordinates the administration of all County functions with the exception of those functions managed by other elected County officials
- May establish internal control procedures
- Attends and/or serves on board of directors, committees and other government boards
- May lead or oversee various special projects or operations as directed by the CEO
- May assist in the development of organization and community relations
- Fosters engagement, empowerment and education of County affiliates
- Ensures operational transparency and accountability
- Enforces the maintenance of ethics, integrity and diversity
- Performs other duties as assigned

**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: Ten years of broad business experience in a large organization, governmental preferred. This experience must include a minimum of 5 years experience in progressively more responsible supervisory or management roles with a track record of influencing positive change, operational efficiency and oversight.

Training: Bachelor's degree in Business Administration, Public Administration or related field or equivalent educational experience. Master's Degree is 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 skill required o this position.