Warren C. Evans
County Executive

CORPORATION COUNSEL – CORPORATION COUNSEL

GENERAL SUMMARY:

Pursuant to the Wayne County Charter, Section 4.311, the Department of Corporation Counsel is created with a Director who shall be an attorney licensed to practice law in the State of Michigan Section 4.312 of the Wayne County Charter defines the powers and duties to include: providing legal services to CEO, all County agencies and representing the County in all civil actions in which the County is a party. This position is responsible for managing the department including budget, personnel and all civil legal activities, providing legal assistance, oversight and consultation to the County, elected officials, County departments, boards and commissions. Corporation Counsel determines and formulates policies and provides the overall legal direction of the County. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. 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:

- Coordinates and directs the legal planning, budgeting, and procurement of the division
- Develops internal control policies, guidelines, and procedures
- Provides and oversees legal representation for the County
- Networks with Federal, State and local Agencies
- Advises management on contracts, property interests, law suites, and collective bargaining agreements etc.
- Meets with board members, organization officials and staff members to provide legal advice

- Provides over and serves on board of directors, committees and other government boards

- Seeks out, participates in and strategize potential growth opportunities for Wayne County

- Keeps the Department of Corporation Counsel and other personnel apprised of pertinent legal and regulatory developments impacting the County

- Provides legal support on State and Federal regulatory examinations or inquiries

- Maintains current knowledge of constitutional law, civil procedure, and employment law, organizational policies and procedures, federal and state policies and directives

- Prepares various reports for clients, auditor and outside agencies

- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of related laws and regulatory practices governing the County
- Knowledgeable in civil law proceedings
- Knowledge of Wayne County Charter
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources
- Knowledge of Wayne County policies, procedures, regulations
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions
- Ability to communicate effectively, in writing and orally
- Ability to analyze financial data
- Ability to analyze problems and reach logical solutions and decisions\based on the available facts

***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:

- Leadership & Direction
- Communication (verbal/written/non-verbal)
- Listening
- Fostering Teamwork
- Technical and Functional Expertise
- Decision Making
- Delegating
- Follow-up and Commitment
- Influence
- Managing Conflict
- Channeling Motivation
- Coaching and Developing
- Time Management
- Planning and Organizing
- Facilitation
- Analysis

DESIRED EXPERIENCE AND TRAINING:

Experience: Six to seven years of paid experience practicing civil law; and at least 4 years of management experience within a governmental or public agency.

Training: A Juris Doctorate Degree.

Licenses: Membership and licensed by the State Bar of Michigan and a valid State of Michigan Driver's License.

WORKING CONDITIONS:

Work is usually performed in an office environment.

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