



Warren C. Evans

Wayne County Executive

DEPUTY CHIEF OF STAFF

GENERAL SUMMARY:

The Deputy Chief of Staff to the County Executive supports the County Executive by exerting responsibility for the following:

- ◇ Planning, directing, coordinating, monitoring, and evaluating the overall operation of the Office of the Wayne County Executive and the departments under his direct control;
- ◇ Acting as a liaison between the County Executive and department and division directors;
- ◇ Representing the County Executive's interest before the Wayne County Commission and key external stakeholders, including other elected and appointed officials at the local, county, state, and federal levels and members of the business community; and
- ◇ Relieving the Chief of Staff of administrative responsibilities.
- ◇ Leads and monitors special projects as assigned by the Executive Office.
- ◇ Supports the executive team in determining and formulating, strategies, and processes that provide direction for Wayne County activities with the goal of making Wayne County a desirable place to conduct business, pursue education, and raise families.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Provide leadership and direction for strategic planning, resource allocation, operational objectives, and policy development;
- Lead in the formulation, implementation, and oversight of a broad range of key policy initiatives;
- Resolve complex issues in a competent, constructive, and efficient manner;
- Respond promptly to requests for direction or assistance from department or division directors;
- Lead internal and external meetings, including establishing location, goals, agenda, participants, and any other key variables;
- Build and leverage internal relationships with other members of the County Executive's senior leadership team and department and division directors to jointly eliminate barriers to success, resolve issues, and deliver positive results;
- Represent Wayne County and the County Executive's interest with key external stakeholders, including elected and appointed officials at the local, county, state, and federal levels and members of the business community;
- Appear before the Wayne County Commission on matters of importance to the County Executive;

- Monitor federal and state legislation that may impact Wayne County and develop strategies to effectively influence outcomes on matters of interest to Wayne County;
- Prepare County representatives for appearances before the Wayne County Commission, state legislators, committees, sub-committees, and work groups, including drafting written materials for use and/or dissemination;
- Participate in meetings with local, state, and federal officials involving matters of interest to Wayne County;
- Communicate clearly and concisely, both orally and in writing;
- Direct special projects as assigned to insure project objectives are met in an effective and efficient manner;
- Balance conflicting priorities in a public office environment; and
- Assume the Chief of Staff's duties and responsibilities in his absence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Wayne County codes and local ordinances
- Knowledge management principles and operating objectives
- Administrative and relationship building skills
- Skills in working with governmental leadership
- Ability to communicate and influence effectively
- Judgment, reasoning and decision-making
- Knowledge of personnel procedures and organizational policies
- Leadership, project management and strategic planning skills
- Ability to set and meet priorities

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: Considerable experience in federal, state and local government.

Training: A Bachelor's degree or equivalent in Public Administration, Business Administration or a related area.

WORKING CONDITIONS

Work is performed in an office setting and at off-site locations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Department of Personnel/Human Resources
County of Wayne, Michigan
November 25, 2013
jal