



Warren C. Evans
County Executive

**DEPUTY CHIEF OPERATING OFFICER -
DEPARTMENT OF PUBLIC SERVICES**

GENERAL SUMMARY:

The Deputy Chief Operating Officer of DPS plays a supportive role in accomplishing the department's mission and operating objectives. This position is involved in the operating side of the department with involvement in all divisions to make sure delivery of services continues to be of quality. This position also has an active role in Federal and State legislative matters that affect the department. There is also tremendous interaction with Federal, State, County and local units of government over a variety of issues. This role leads and supports the services, contracts, funding and projects associated with DPS, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Interacts with various departments on issues regarding operations and direct inquiries from the County Executive and other branches of government
- Responds to constituent and press inquiries
- Works with Federal, State, County and local units of government on issues related to roads, engineering, and parks
- Works with legislative lobbyists on Federal and State issues related to public services
- Performs constituent work outside of the Department of Public Services
- Fields grant opportunities and work is on letters of support from various elected officials
- Coordinates with lobbyists, departments, legislative offices to field support for Wayne County initiatives
- Works with the COMPASS system in the Roads Division

- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management principles
- Ability to use judgment, reasoning and decision making skills for executive level initiatives
- Ability to establish effective relationships with constituents at all levels of the County organization and other outside municipalities
- 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
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Seven years experience in management or administration of a large facility or department.

Training: Bachelor's degree in Business Administration, Public Administration 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 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
February 2013