



Warren C. Evans  
County Executive

## DEPUTY CHIEF EXECUTIVE

### GENERAL SUMMARY:

The Deputy Chief Executive ***performs powers and duties delegated by the CEO and shall exercise the powers and duties of the CEO if the office is vacant or if the CEO is absent or disabled.*** This position is a member of the executive team. The Deputy Chief Executive will implement administrative procedures and practices required by the Chief Executive and the Charter, by providing oversight and guidance for the implementation and enforcement of administrative procedures and practices required by laws, County ordinances, charter, resolutions, orders and rules. Oversees and directs the activities of all the departments within the Executive Branch, as prescribed by Charter. This role leads and supports the services, contracts, funding and projects associated with the Executive CEO's Office, to ensure effectiveness of service delivery, resource utilization and results.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Exercises the powers and duties of the CEO if the office is vacant or if the CEO is absent or disabled
- Abides by all orders, rules, ordinances, laws and other matters as required by Wayne County Charter
- Assesses organizational performance against both the budget and the County's long term strategy and mission
- Develops policies that improve Wayne County
- Analyzes critical internal and external information to 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
- Oversees long-term budgetary planning and cost management in alignment with the County's strategic plan and mission

- Fosters the vision, mission and objectives of the departments of the Executive Branch
- Supports and directs the work of the Chief Executive Office
- Assesses the impact of legislation, statutes, court cases, etc., on the organization and community
- Engages the Wayne County Commission and other elected officials around issues, trends and changes in the forecast and operational delivery
- Interacts regularly with rating agencies, editorial boards, underwriters, Federal and State government and other external stakeholders
- Recommends improvements in County policies, plans, programs and services
- Oversight of the administration of all County functions with the exception of those functions managed by other elected County officials
- Oversight of internal control procedures
- Presides over or serves on board of directors, committees and other government boards
- Develops organization and community relations
- Fosters engagement, empowerment and education throughout the County
- Ensures operational transparency and accountability
- Oversight of organization and community safety and emergency preparedness
- 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 to twelve years experience in progressively more responsible supervisory or management roles with a track record of influencing positive change.

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 of this position.

County of Wayne, Michigan  
February 2013