



**Warren C. Evans**  
County Executive

## **DEPUTY DIRECTOR CHILDREN AND FAMILY SERVICES**

### **GENERAL SUMMARY:**

The Deputy Director of Children and Family Services has the responsibility for implementing, monitoring, and administering the delivery of services from the following service units within the department: Adult Community Corrections, Alternative Workforce, Juvenile Detention Facility, Juvenile Justice, Michigan State University Extension and the Warrant Enforcement Unit. This role leads and supports the services, contracts, funding and projects associated with CFS, to ensure effectiveness of service delivery, resource utilization and results.

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

- Directs, manages, and monitors the day-to-day operations and activities of the department
- Monitors, administers and oversees the completion of contracts, agreements, proposals and procurements for the department
- Assists in the development and implementation of policies and procedures associated with each service unit of the department
- Assists in the development and implementation of long-term and short-term strategic plans, objectives and goals for the department
- In consultation with the Department Director and Management & Budget, oversees the procurement of grant funds and Federal, State and local appropriations.
- In consultation with the Department Director and Management & Budget, oversees the budget for service units, purchasing process and procurements
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of direct service operation
- Knowledge of juvenile justice and correction delivery systems

- Knowledge of the County, State and Federal regulations governing department programs
- Knowledge of faith based organizations
- Knowledge of grant funding sources and acquiring grant funds.
- Supervisory and Management Skills.
- Negotiation Skills.
- Ability to work effectively with superiors, subordinates, consumers and the general public.

**\*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 of administrative or executive criminal justice, human or social service experience.

Training: Bachelors Degree in Public Administration, Criminal Justice, Social Work 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 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  
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