



**Warren C. Evans**  
County Executive

**DEPUTY DIRECTOR – PUBLIC SERVICES  
ENVIRONMENTAL SERVICES GROUP**

**GENERAL SUMMARY:**

The Deputy Director is responsible for overseeing all managerial and administrative operations in the Environmental Services Group. Additionally, the position is responsible for providing financial, human resources and information technology planning and administration. The position also provides expert professional assistance to the DPS management staff. This role leads and supports the services, contracts, funding and projects associated with Environment, to ensure effectiveness of service delivery, resource utilization and results.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Performs executive level professional and administrative work in directing the Environmental Services Division
- Evaluates and implements current and long-range planning policies
- Meets with board members, organization officials and staff members to establish plans
- Networks with Federal, State and local officials
- Serves as the Wayne County Drain Commissioner
- Attends ceremonial functions and representing the citizens of Wayne County
- Directs, supervise and manages staff
- Recommends improvements in County programs and services
- Performs other duties as assigned

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

- Knowledge of environmental health laws, rules and procedures
- Knowledge of Wayne County policies and procedures
- Knowledge of Personnel policies and procedures
- Ability to plan, organize, direct and evaluate environmental health needs of the County
- Ability to communicate effectively orally and in writing
- Computer skills for basic office services
- Interpersonal skills to manage and supervise staff
- Interpersonal skills for customer services

**\*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 progressively responsible executive level experience. Experience in a public agency is preferred.

Training: Bachelor's degree in Environmental Health, Biology, Public Health 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 skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
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