



Warren C. Evans
County Executive

DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT GROWTH ENGINE

GENERAL SUMMARY:

The Deputy Director (EDGE) is under the direction of the Department of Economic Development Growth Engine. This position reports directly to the Director of Economic Development Growth Engine. The position is responsible for supporting the establishment of economic development policies and coordinating services of businesses, industries, communities and residents to promote economic growth in Wayne County. This role supports the services, contracts, funding and projects associated with EDGE, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Designs, promotes and administers government plans and policies affecting land use, community facilities, housing and transportation
- Assists in the development and administration of departmental budgets
- Plans and facilitates redevelopment efforts for Wayne County
- Networks with Federal, State and local officials
- Assists in the planning and execution of commercial, industrial, residential, and neighborhood development projects
- Helps in nurturing partnerships with municipalities and other stakeholders who are concerned with housing, education, employment and transportation
- Supports and participates in and strategizes potential growth opportunities for local businesses
- Develops and implements departmental policies and procedures
- Secures approval and funding of development projects

- May meet with government officials, developers, the public, etc, to formulate and develop land use or community plans
- Assesses the feasibility of proposals and identifies changes
- Directs, supervises and manages personnel functions of department
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of grant processing
- Knowledge of grant search and application
- Knowledge of budgets
- Knowledge of contracts
- Knowledge of administrative policies and procedures
- Knowledge of municipal finance
- 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 administrative and municipal experience at a professional level, which includes supervisory responsibilities. Experience in a public agency is preferred.

Training: Bachelor's degree in Public Administration, Business 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 position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.