



Warren C. Evans
County Executive

DEPUTY DIRECTOR OF HEALTH & HUMAN SERVICES

GENERAL SUMMARY:

The Deputy Director of Health and Human Services serves under the supervision of the Director and is immediately responsible for the day-to-day operations of the Department of Health and Human Services. This position provides oversight and coordination for the divisions of Head Start, Library for the Blind, Jail Health Services, and PCMS. In the absence of the Director, the Deputy Director is charged with the responsibility of the HHS operations. This role leads and supports the services, contracts, funding and projects associated with HHS, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Transmits the Director's views and desires to directors/administrators within the department for implementation.
- Participates in and may direct the design, implementation, and evaluation of Departmental programs
- Organizes and administers the day-to-day operations of the HHS, with responsibility for the mission of the Department
- Monitors divisional operations and identifies and reports potential and actual problem areas to the Director
- Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement
- Reviews legislative proposals for impact on Departmental programs and policies and recommends positions of course of action
- Directs the revision of rules, regulations, and procedures to meet changes in law or policy

- Assists the Director in managing and overseeing all aspects of HHS divisions and HHS Administration operations: such as budgets, policies, procedures
- Assists the Director managing all major HHS contracts for services
- Attends CEO Department Head meetings, Board meetings, Commission meetings, Departmental meetings, internal staff meetings and other meetings as required
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of health delivery system.
- Knowledge of Federal, State, and local funding sources and legislative processes.
- Knowledge of the Michigan Mental Health Code.
- Knowledge of contract management including monitoring and quality assurance and compliance standards.
- Knowledge of labor relations, fair employment practices and equal employment opportunities.
- Knowledge of program planning, development and evaluation methods.
- Ability to formulate policies and procedures of a conceptual nature based on information from varied and complex sources.
- Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

***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 executive or administrative experience preferably in the areas of: mental health, human or social services, health care administration or healthcare finance. Experience in a public agency is preferred.

Training: Bachelor's degree in Public Administration, Business Administration, Public Health, human or social services 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.