



Warren Evans
County Executive

**DEPUTY DIRECTOR - PUBLIC SERVICES
PUBLIC SERVICES GROUP**

GENERAL SUMMARY:

The Deputy Director of the Department of Public Services provides operational support to all divisions in the department. This position assists the Director with administrative duties and represents the department at necessary times. This role leads and supports the services, contracts, funding and projects associated with DPS, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists Director in developing and implementing department policies
- Monitors fiscal activity/order fiscal adjustments as necessary
- Conducts labor/employee relations. Represents department at Step 4 grievance hearings
- Reviews and provides departmental approval of contracts, grants, inter-governmental agreements and PC3 procurements
- Supervises DPS Personnel Unit Administration
- Supervises DPS Commission Liaison/Contract Administration Staff
- Provides Departmental approval for internal requisitions for office supplies, technology, travel and other expenses
- Represents Department at Commission meetings
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management principles

- Ability to use judgment, reasoning and decision making skills for executive level initiatives.
- 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
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Six (6) years experience in management or administration of a large facility or department. Ten (10) years of civil engineering experience.

Training: Bachelor's degree in Engineering, Public 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.

Department of Personnel/Human Resources
County of Wayne, Michigan
July 2015