



**Warren C. Evans**  
County Executive

## **DIRECTOR OF CHILDREN AND FAMILY SERVICES**

### **GENERAL SUMMARY:**

The Director of Children and Family Services reports to the DCEO and is responsible for the management of operations for the entire CFS Department under Ordinance. The Director represents the Department at County Commission meetings, chairs the leadership team meeting of the Department, provides Department progress reports to the Chief Executive and the Deputy Chief Executive, represents the Department in press briefings for the media and represents the Department at various committees of the State Legislature. This role provides oversight and leads the services, contracts, funding and projects associated with CFS to ensure effectiveness of service delivery, resource utilization and results.

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

- Implements policies and procedures within the department with contracted agencies in congruence with County policy and union contract
- Develops strategic plans for program and budget presentations at the County Commission meetings
- Meets with government agencies and private organizations serving children, youth, adults and families
- Coordinates and fosters interactions of the Department with activities and programs of other departments in Wayne County Government
- Authorizes departmental contracts before they proceed through the approval and Commission process
- Reviews education and program practices for the Juvenile Detention Facility and other related programs serving youth in the juvenile justice system
- Performs other duties as assigned

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

- Knowledge of the functions of Wayne County Government
- Knowledge of policies which allow and mandate services to children, youth, adults and families
- Knowledge of research based practices for youth in the juvenile justice system
- Knowledge of the County Charter
- Knowledge of Adult Correction system
- Management and administrative skills
- Interpersonal skills to manage and supervise staff
- Negotiating 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: Eight to twelve years of full-time paid executive or administrative experience in the criminal justice, human or social services field.

Training: Bachelor's degree in Social Work, Psychology, Criminal Justice or Human 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 classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
February 2013