



Warren C. Evans
County Executive

DIRECTOR OF SENIOR CITIZEN SERVICES & VETERAN AFFAIRS

GENERAL SUMMARY:

The Director of Senior Citizen Services & Veteran Affairs *is appointed by the CEO, for a 6 year term.* This position reports directly to the DCEO. This position shall coordinate the operations of the County that provide services for senior citizens. The department shall serve as the advocate for senior citizens in County operations. This role will work with HHS and other County departments to insure quality service delivery and to identify and promote synergies for enhancements. Additionally, this role leads and supports the services, contracts, funding and projects associated with SCS & Veteran Affairs, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Development, implementation and monitoring of all activities and related responsibilities
- Meets with citizens and community leaders to promote Wayne County
- Assists in developing overseeing annual departmental/division operating budget
- Develops policies that improve the Department of Senior Citizen & Veteran Affairs
- Oversees the coordination and administration of all Senior Citizen Services Department functions with the exception of those functions managed by other elected County officials
- Recommends improvements in Senior Citizen and Veteran Affairs' programs and services
- Directs, supervises and manages appointee staff
- May attend functions and representing the citizens of Wayne County

- Administers, interprets and explains policies, rules and regulations
- Assists in establishing internal control procedures
- May serve on committees and other government boards
- Evaluates and implements current and long-range planning policies
- Meets with board members, organization officials and staff members to establish plans
- Oversees special events to promote County activities involving Senior Citizens and Veterans
- Manages contracts/grants and agreements with Federal and State agencies and other organizations
- 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: Eight to twelve 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.

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