



Warren C. Evans
County Executive

**DIVISION DIRECTOR OF HEALTH & HUMAN SERVICES
VETERAN AFFAIRS-SC&VA**

GENERAL SUMMARY:

The Division of Health & Human Services/Veteran Affairs is under the direction of Health and Human Services. This position reports directly to the Division Director of Health and Human Services/Senior Citizen Services. This position directs the administration of the day-to-day operations of the Division of Veterans Affairs. This role leads and supports the services, contracts, funding and projects associated with HHS Veteran Affairs, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Administration of the day-to-day operations of Veteran Services
- Grant compliance and planning
- Development, implementation, and monitoring of activities and related responsibilities
- 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 lead 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: Six 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 is preferred or equivalent educational experience.

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.