



Warren C. Evans
County Executive

**DIVISION DIRECTOR – BUSINESS SERVICES –
DEPARTMENT OF TECHNOLOGY**

GENERAL SUMMARY:

Reporting to the Deputy Director of DoT, the Division Director of Business Services oversees the administrative functions of DoT, including budget, procurement, contracts, personnel, payroll, FOIA responses and drafting of documents. This role leads and supports the services, contracts, funding and projects associated with DoT Business Services, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops the department's annual budget including the number and type of positions, contracts/procurements that need to be made
- Monitors and approves department expenditures throughout the fiscal year
- Develops and monitors contracts with technology and professional service vendors, and represents the department at Commission meetings
- Requisitions positions and liaisons with P/HR regarding positions
- Manages the County's technology asset management systems
- Reviews mobile phone invoices and recommends changes to reduce costs
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Wayne County Policies and Procedures
- Knowledge of contract process
- Knowledge of department procedures

- Knowledge of procurement
- Knowledge of CBA
- Ability to communicate effectively
- Ability to manage client relationships
- Knowledge of Project Management
- Ability to communicate with management and non supervisory staff

***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 EDUCATION & EXPERIENCE AND TRAINING:

Experience: Six years experience in human resources, contracts or procurement.

Training: Bachelor's degree in Business Administration or Public Administration or a related field 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.

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