



Warren C. Evans
County Executive

**DIVISION DIRECTOR – COMPUTER APPLICATIONS –
DEPARTMENT OF TECHNOLOGY**

GENERAL SUMMARY

The Division Director of Computer Applications ensures the maintenance and support of existing enterprise applications through department resources and vendor support. This position oversees the design, development, testing and implementation of all enterprise applications. The Division Director – Computer Applications ensures the alignment of new projects and initiatives to the technological direction of the County. This position ensures technology applications are aligned with and complement the hardware infrastructure than in place. This role leads and supports the services, contracts, funding and projects associated with Computer Applications, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Ensures the operational stability and constant up-time of enterprise business systems
- Oversees the design, development, testing and implementation of enterprise technologies
- Supports and facilitates the analysis and reengineering of business processes through application selection to achieve effectiveness
- Plans and ensures business readiness activities are suitable for successful rollout of new or upgraded enterprise business systems
- Manages professional and support staff
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business process and reengineering principles
- Oral and written communication skills; especially presentation skills; with the ability to communicate technical concepts to both technical and non-technical staff
- Knowledge of system design and integration
- Knowledge of managing complex enterprise level technology initiatives
- Interpersonal and communication skills
- Ability to effectively interact with all levels of management, including business leaders and Executives
- Knowledge of application development

***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 experience in application development and implementation of enterprise wide technologies for a large public/private organization.

Training: Bachelor's degree in Information Technology, Computer Science, Business 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
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