



Warren C. Evans
County Executive

DIVISION DIRECTOR OF GRANTS AND CONTRACTS – MANAGEMENT AND BUDGET

GENERAL SUMMARY:

The Division Director of Grants and Contracts oversees the County's pre- and post- award administration of all grants, collaborative agreements and contracts. This position also prepares and administers the County's Central Services Cost Allocation Plan and coordinates the County's Annual Federal Single Audit. The Division Director of Grants and Contracts also monitors compliance with all Federal regulations and requirements; creates specialized reports, and manages the Central Accounts Receivable function in conjunction with the Treasurer's Office. This role leads and supports the services, contracts, funding and projects associated with Grants & Contracts, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepares the Schedule of Expenditures of Federal Awards for the inclusion in the annual Single Audit Report to the federal government
- Prepares the OMB Circular A-87 Cost Allocation Plan
- Reviews for approval or denial all DAF's related to grant applications and grants awards, interagency agreements, and personnel service agreements related to grants
- Reviews for approval or denial PC3 contract agreements for grant related activities
- Performs audits of Wayne County departments and outside organizations that have a direct effect on Wayne County revenue
- Attends Wayne County Commission Audit Committee meetings and works with various Wayne County entities in which the Auditor General is performing an engagement
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounts receivables and payables
- Knowledge of grants and contracts related to government use
- Knowledge of supervisory principles
- Ability to use judgment, reasoning and decision making skills for executive level initiatives
- Ability to establish effective relationships with constituents at all levels of the County organization
- Computer skills for basic office services
- Interpersonal 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: Six years in public accounting/auditing governmental units or not-for-profit entities including the single audits.

Training: Bachelor's degree in Accounting, Finance or a related field or equivalent educational experience.

License: Certified Public Accountant license

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