



Warren C. Evans  
County Executive

## DIVISION DIRECTOR OF HUMAN RELATIONS

### GENERAL SUMMARY:

The Division Director of Human Relations is under the Department of Corporation Counsel. ***This position reports directly to the Deputy Corporation Counsel and is appointed by the CEO for a 6 year term.*** This position assists Corporation Counsel by managing the day to day operations of the Human Relations Division. The Director manages staff, reviews and maintains compliance of mandates, ordinances, executive policies and procedures. This position is responsible for the oversight of Wayne County contracts and vendors and is charged with ensuring fair practice to disadvantaged and minority contractors with Wayne County. This role leads and supports the services, contracts, funding and projects associated with Human Relations, to ensure effectiveness of service delivery, resource utilization and results.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Management and oversight of daily operations of the Human Relations Division and procurement review and approval
- Assists the Department of Technology with developing and administering the department's new initiative, the Vendor Management System
- Develops and maintains policies relevant to contractors and vendors
- Develops and trains staff and vendors for effective use of Wayne County's vending and contract system
- Develops curriculum for vendor outreach and training sessions.
- Reviews purchases, approves funds collection, and monitors and reports on the divisional budget
- Prepares various reports as required by regulations/ordinance

- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of processes used in procurement of government contracts
- Knowledge of supervisory principles
- Knowledge of disadvantaged and minority business guidelines for contractors and vendors
- Ability to solve problems, use judgment and make decisions
- Ability to establish effective relationships within the agency and with outside sources such as businesses, government agencies and other County departments
- Ability to communicate effectively in writing and orally
- Ability to develop effective training materials

**\*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 government procurement or purchasing.

Training: Bachelor's degree in Public Administration, 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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