



Warren C. Evans
County Executive

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

GENERAL SUMMARY:

The Division Director – Integrated Services coordinates the activities of all DoT divisions to ensure consistent priorities and effective communication. The position drives management and implementation activities of all projects and ensures timelines and goals are met. The position works with DoT and business areas of the organization to improve business processes through effective implementation of technology. This role leads and supports the services, contracts, funding and projects of DoT, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Directs project management activities for DOT including strategy and project planning
- Coordinates development and implementation activities and DOT initiatives including training and other business readiness activities
- Provides departmental and executive status updates on DOT projects and initiatives
- Explores and evaluates new technologies to support the strategic business objectives of Wayne County
- Works with business areas to assess technology needs and champion business process and technology initiatives that will improve their efficiency and customer service
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local area networks based on client server environment and enterprises WAN planning, design, and implementation.

- Knowledge of operating systems on PCs and servers.
- Knowledge of telecommunications
- Knowledge of enterprise security requirements
- Knowledge of research techniques
- Knowledge of enterprise systems architecture, design, development and implementation
- Knowledge of computer hardware and software.
- Technical writing
- 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 leading enterprise system design, development, and implementations and project

Training: Bachelor's degree in Computer Science, Information Technology, Business Administration or a related field or equivalent education 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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