



Warren C. Evans
County Executive

**DIVISION DIRECTOR OF JAIL HEALTH SERVICES –
HEALTH & HUMAN SERVICES**

GENERAL SUMMARY:

The Division of Jail Health Services/Health & Human Services is under the direction of Health and Human Services. This position reports directly to the Deputy Director of Health and Human Services. This role leads and supports the services, contracts, funding and projects associated with Jail Health Services, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists the Director of HHS with the management and oversight of all aspects of Jail Health Services and Jail Health Administration operations: such as budgets, policies, procedures, customer service
- Insures the timely processing of all major Jail Health contracts for services
- Develops new general fund cost neutral programs
- Coordinates the search and application for new grants earmarked for Jail Health Services; Support and oversight of the management of required grant activities, including the filing of application, grant draw downs, expenditures reporting and reconciliation
- Attends meetings with County elected officials including but not limited to the CEO Department Head meetings, Board meetings, Commission meetings, Departmental meetings, internal staff meetings and other meetings as required
- Manages and oversees Jail Health Services personnel matters
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Jail Health services, policies and procedures
- Knowledge of grant processing

- Knowledge of grant search and application
- Knowledge of budgets
- Knowledge of contracts
- Knowledge of Administrative policies and procedures
- Knowledge of municipal finance
- Computer skills for basic office services
- Interpersonal skills to manage and supervise staff
- Interpersonal skills for customer services

***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 progressively responsible administrative and municipal experience at a professional level, which includes jail health, jail administration and supervisory responsibilities. Experience in a public agency is preferred.

Training: Bachelor's degree in, Health, 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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