



Warren C. Evans
County Executive

**DIVISION DIRECTOR OF PARKS –
DEPARTMENT OF PUBLIC SERVICES**

GENERAL SUMMARY:

Under the direction of the Director of Public Services, the Division Director of Parks primary function is to manage all aspects of the Parks Division as it strives to enhance the quality of life through educational and recreational programs with the preservation of natural and historic resources. This role leads and supports the services, contracts, funding and projects associated with DPS Parks, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Implements related County ordinances, rules and regulations
- Plans and manages division's budget
- Represents the County at various community meetings/hearings
- May assist in the negotiation of agreements on behalf of the Division with potential vendors/contractors
- May works with the Wayne County Commission on a multitude of topics
- Oversees contractors operating County owned facilities
- Collaborates with local municipalities on capital improvement projects
- Handles all personnel issues for the Division along with labor/union issues and/or grievances
- Secures community partners/sponsors to support County sponsored events and activities
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Business and organizational skills
- Written and oral communication skills
- Computer skills
- Ability to analyze/problem solve
- Knowledge of management practices and principles

***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 working at least at the senior management level for a municipal agency.

Training: Bachelor's Degree in Public Administration, Business Administration, Recreation or a related field or equivalent educational experience.

License: Valid and safe driver's license with the State of Michigan.

WORKING CONDITIONS:

Work is usually 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