



**Warren C. Evans**  
County Executive

**DIVISION DIRECTOR OF HEALTH & HUMAN SERVICES**  
**SENIOR CITIZEN SERVICES**

**GENERAL SUMMARY:**

The Division of Health & Human Services/Senior Citizen Services is under the direction of Health and Human Services. This position reports directly to the Director of Health and Human Services/Senior Citizen Services. The responsibility of the Division Director of Senior Citizen Services is to administer all aspects of the Congregate, Home-delivered, Liquid and Halal Meal Programs, Adult Day Services, the Emergency Food Assistance Program (TEFAP), and serve as liaison for the Wayne County Family Center (Homeless shelter). This role leads and supports the services, contracts, funding and projects associated with HHS Senior Citizen Services, to ensure effectiveness of service delivery, resource utilization and results.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Administration of the day-to-day operations of the WC Nutrition Programs.
- Administration of the Adult Day Centers.
- Prepares and submits grant applications, contracts, contract addendums; and ensures grant compliance and planning and the timely and accurate reporting to funding agencies/sources.
- Attends/conducts meetings with Wayne County, The Senior Alliance, Office of Services to the Aging, Michigan Department of Education Vendors, and Out Wayne County Homeless Coalition.
- Develops and/or revises written procedures, manuals, policies and memorandums.
- Development, implementation and monitoring of related activities and related responsibilities.
- Performs other duties as assigned

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

- 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 supervisory responsibilities. Experience in a public agency is preferred.

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 skill required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
February 2013