



**Warren C. Evans**  
**County Executive**

## **EXECUTIVE PROGRAM MANAGER**

### **GENERAL SUMMARY:**

The Executive Program Manager reports to the Assistant Chief Executive. This position administers and supports projects according to strict deadlines and within budget. This includes coordinating the efforts of County personnel and third-party contractors or consultants in order to deliver projects according to plan. The Executive Program Manager, in conjunction with senior management, defines the project's objectives and oversees quality control throughout a project's lifecycle. The Executive Program Manager also works very closely with senior management to craft and implement policies and processes which provide direction for Wayne County government. This role supports the services, contracts, funding and projects assigned to ensure effectiveness of service delivery, resource utilization and results.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Manages various projects
- Assists in defining the projects objectives and oversees quality control
- Plans and coordinates project goals and activities
- Assists in identifying and securing assets and resources for projects
- Supervisors team members during projects
- Performs other duties as assigned

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

- Knowledge of government policies and procedures
- Knowledge of project management

- Ability to establish effective relationships with constituents at all levels of the County organization
- Ability to communicate effectively, both written and verbally
- Judgment and reasoning skills
- Computer skills for basic office services
- Interpersonal skills

**\*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:**

- Leadership & Direction
- Communication (verbal/written/non-verbal)
- Listening
- Fostering Teamwork
- Technical and Functional Expertise
- Decision Making
- Delegating
- Follow-up and Commitment
- Influence
- Managing Conflict
- Channeling Motivation
- Coaching and Developing
- Time Management
- Planning and Organizing
- Facilitation
- Analysis

#### **DESIRED EXPERIENCE AND TRAINING:**

Experience: Four years experience coordinating and managing various projects.

Training: Bachelor's degree in Business Administration, Public Administration, or a related field is preferred 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  
February 2013