



Warren C. Evans
County Executive

SENIOR EXECUTIVE PROJECT MANAGER

GENERAL SUMMARY:

The Senior Executive Project Manager reports to the Assistant Chief Executive. This position plans, executes, and finalizes projects according to strict deadlines and within budget. This includes resources and coordinating the efforts of County personnel and third-party contractors or consultants in order to deliver projects according to plan. The Senior Executive Project Manager, in conjunction with senior management, defines the project's objectives and oversees quality control throughout a project's lifecycle. The Senior Executive Project 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:

- Plans, executes and finalizes various projects
- Defines the projects objectives and oversees quality control
- Plans and coordinates project goals and activities
- Identifies and secures 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: Six years experience as a Project Manager or in general government management or administration.

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
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