

Director of Wayne County Domestic Relations Office

Major Function:

The Director will develop and administer policies and procedures, evaluate performance, monitor work of staff, train staff, and ensure compliance with office policies, procedures, laws, and regulations. The Director is directly supervised by the President Judge through the District Court Administrator.

Specific responsibilities include, but are not limited to, the following:

- Continually assess the improvement of quality within the office to ensure that all government incentives are not only achieved but are exceeded
- In concert with members of the staff, determine priorities for the office and develop budgets supporting those priorities
- Familiarize self with all pertinent employment laws and policies
- Continually assess the effective and fair collection of monies and distribution of same
- Conform to all Bureau of Child Support Enforcement (BCSE) auditing standards and ensure compliance with same
- Execute contracts necessary to the effective performance of the office
- Foster a spirit of collegiality amongst employees of the department and encourage, to any reasonable extent, the cross-training of employees
- Ensure that all customers of the department are treated with dignity and respect
- Be responsible to the President Judge for the effective performance of the duties of the department and to advise the President Judge at all times that assistance from the Court is sought