



The Governing Voice for
700,000 Wayne County Residents

CONFERENCE OF WESTERN WAYNE

Assistant Director

Title: Assistant Director (at will employment)

Responsible to: Executive Director

Location: Livonia, MI office, remote, some local travel within Wayne County, MI and Lansing, MI

Salary and Benefits: up to \$70,000 Full-time

Health, Vision, Dental Insurance, Deferred Compensation Plan 12% employer contribution, Post Employment Health Plan, federal rate mileage reimbursement

Business Overview

The Conference of Western Wayne (CWW) is a non-partisan group of 18 western Wayne County communities that work collectively on public policy to enhance the quality of life for the nearly 730,000 residents and 100,000 businesses in the area. The objective of the Conference is to improve local government through cooperative effort. The CWW serves as a regional program planner and developmental entity and provides a forum for discussion and review of issues of mutual interest. Issues such as public safety, road funding, revenue sharing, substance use prevention and transportation are multi-jurisdictional and impact all municipalities. The Conference serves as the liaison between local government and various service organizations, county, state, and federal agencies. CWW also services as the 911 service district for the region.

CWW communities include the Cities of Belleville, Dearborn, Dearborn Heights, Garden City, Inkster, Livonia, Northville, Plymouth, Romulus, Wayne and Westland, and the Townships of Canton, Huron, Northville, Plymouth, Redford, Sumpter and Van Buren.

Principal Duties and Responsibilities:

- Create monthly CWW Legislative Report; a continuous overview of State and Federal proposed legislation that focuses on issues of concern for local government (revenue sharing, local governmental control, personal property taxes, public safety, 911, TIFs, etc.).
- Present the Legislative Report to the CWW Board at CWW meetings and answer questions as needed. Develop working relationships with current CWW state, county and federal legislators and their staff.

- Lobby on behalf of CWW communities for and/or against proposed legislation that affects local government.
- Coordinate with the Michigan Municipal League, Michigan Township's Association and Michigan Association of Counties in advocating for or against certain proposed legislation.
- Draft CWW resolutions/letters that advocate for or against county, state and federal issues.
- Serve as the Freedom of Information Act (FOIA) Coordinator for CWW. Responsible for responding to and ensuring any FOIA's are responded to in the appropriate manner and in accordance with state law.
- Facilitate quarterly CWW Human Resources meetings, schedule and attend meetings, create agendas, function as a central access point for CWW's HR Committee.
- Oversee CWW Annual Salary Survey, revise and update the questionnaires as needed, review and proof community responses, and ensure successful completion of the project.
- Manage CWW's social media on a timely basis.
- Assist staff/contractors with updating and maintaining CWW website.
- Create Ad Hoc committees as needed, attend committee meetings as needed.
- Work with the Livonia Chamber of Commerce and other area Chambers on the Annual Western Wayne Business Leadership Banquet.
- Research and pursue possible grant funding for CWW.
- Assist the Executive Director in branding and marketing CWW.
- Undertake and assume whatever other duties the Executive Director shall assign from time to time.

Minimum Requirements:

- Must have a Bachelors' degree in Political Science, Communications, Public Relations, or similar and a minimum of 3 years of professional work experience in state and/or local government.
- Must be knowledgeable about how local governments are funded and be able to identify local government issues of concern for CWW communities.
- Must possess a working understanding of local, county, state and federal politics.
- Must be comfortable with public speaking and be able to interact with elected officials.
- Must possess excellent verbal and written communication skills and the ability to work efficiently, independently and to appropriately manage confidential information.
- Must be familiar with governmental accounting principles and have had previous experience working with budgets.

- Ability to work remotely and in-person as a member of a small team.
- Cannot currently hold an elected government position at any level.
- Experience with Microsoft Office Suite.
- Must be able to be bonded.

This is a general list of responsibilities and is not to be construed as an exhaustive or all-inclusive list of job duties.

Employment is subject to drug screen and background check.

To apply: Please send cover letter, resume and two writing samples to info@c-w-w.org. References may be asked for during the interview process.