

DIRECTOR OF VETERANS SERVICE AGENCY

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving the direction of the activities of the veterans service program for the County. The prime function of this job is concerned with overseeing a program to assist veterans and their dependents in obtaining benefits to which they are entitled by law. A familiarity with federal, state and local laws applying to veterans' pensions, welfare, and of the factors contributing to maladjustment and dependency is essential for the proper discharge of duties. The work is performed, without immediate supervision, under the direction of the County Legislative Body and under the administrative direction of the County Administrator, in accordance with statements of policy by the County Legislative Body. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews persons in need of veterans' assistance;
 Oversees eligibility determinations for certain services, benefits, and programs;
 Assists and advocates on behalf of clients in obtaining veteran benefits from state and federal agencies;
 Maintains liaison with local, state, and federal veterans organizations and agencies involving veterans affairs and benefits;
 Advocates for programs, services, and benefits for veterans and their dependents;
 May provide direct services or programs to veterans in cooperation with other county departments;
 Supervises the maintenance of veterans records and files;
 May make field visits to veterans and provide limited transportation for veterans in need of specialized services;
 Maintains records of services, prepares written and oral reports;
 Represents the Board of Supervisors and agency at various meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State, and Local Laws, Rules, Regulations, and Policies pertaining to veterans' benefits and services; working knowledge of unique socio/economic physical, and psychological problems of veterans readjusting to civilian life; ability to analyze, interpret laws and policies and process claims for benefits; good organizational skills; ability to effectively communicate orally and in writing; good judgment, initiative, resourcefulness; tact, familiarity with personal computers; physical condition commensurate with the demands of the position.

DIRECTOR OF VETERANS SERVICE AGENCY

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

1. Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's Degree and one year of paid administrative or business administrative experience; or
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree and three years of paid experience as noted in (1) above; or
3. Five years of paid experience as noted in (1) above; or
4. An equivalent combination of training and experience as set by the limits of (1), (2), and (3) above.

SPECIAL REQUIREMENT: New York State Executive Law requires that an individual appointed as director of local veterans services be a veteran as defined by New York State Statute. A veteran is described (Article 17, Section 350 Executive Law) "a person, male or female, resident of this state, who has served in the active military or naval service of the United States during a war in which the United States engaged and who has been released from such service otherwise than by dishonorable discharge, or who has been furloughed to the reserve."

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: April 17, 2013

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE