

DIRECTOR OF COUNTY VETERANS SERVICE AGENCY

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work of a complex nature involving a responsibility for administering a County program of veterans services. The work is performed under the general direction of the County Executive and in accordance with general policy and guidelines. Supervision is exercised over a small number of technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of duties in the administration of the County Veterans Service Agency program, including hiring and supervision of personnel, working with County Executive and Legislature and preparing the annual budget;

Answers a large variety of correspondence;

Maintains contact with staff of Federal Veterans Administration and New York State Veterans Agency, as appropriate;

Completes a variety of reports, some of a moderately complex nature;

Counsels veterans, servicemen and women or their dependents regarding Federal, State and local benefits;

Completes or assists in the completion of all necessary forms and develops claims to conclusion;

Interviews veterans and dependents in their homes or in hospitals;

Performs outreach work to veterans and their dependents by speaking at club meetings, taking part in health fairs, etc.;

Updates knowledge and V.A. information by reading appropriate literature, going to meetings and classes, serving on committees, etc.;

Attends numerous functions of Veterans groups (e.g. American Legion, J.W.V., V.F.W., Vietnam Veterans, etc.) and reports changes in laws, regulations, benefits, etc.;

Maintains daily contact sheet which indicates service rendered.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local laws pertaining to veterans; good knowledge of various services available to veterans; good knowledge of supervisory techniques; good knowledge of principles and practices of administration; ability to express oneself clearly and effectively, both orally and in writing; ability to prepare a variety of reports, some of a moderately complex nature; ability to deal with people effectively.

MINIMUM REQUIREMENTS: Graduation from high school or possession of an equivalency diploma and five (5) years of responsible experience in assisting individuals regarding aid, financial or placement problems as a substantial portion of the work.

NOTE:

1. College may be substituted for the required experience on a year-for-year basis, up to four (4) years.
2. Active military duty as a Sergeant* or higher may be substituted on a two-for-one basis for up to two (2) years of the required experience.

*or equivalent rank in other branches of the armed services.

R.C.D.P. (08.07.1990) 07.22.2015 - Job specification may be subject to further revision
Non-competitive (Confidential/Policy influencing)