

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: May 11, 1998
Revised: May 11, 2010

DIRECTOR OF VETERANS SERVICE AGENCY

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work concerned with overseeing 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. Thorough knowledge of 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, in accordance with statements of policy by the County Board of Legislators. The incumbent will meet yearly with the Veteran's Advisory Board for review of job performance. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees a program consisting of varied counseling, informational, and other services to veterans and their dependents;
Counsels clients on any and all benefits available to veterans, widows, and dependents;
Directs activities by which veterans and their dependents are assisted in filing claims for benefits under veterans' legislation;
Instructs staff on methods and procedures employed in the agency's program and takes necessary steps to insure compliance and effectiveness of their administration;
Studies current legislation of interest to veterans;
Prepares releases for local news agencies in which legislation and directives pertaining to veterans' affairs are digested, analyzed, and commented upon;
Composes important correspondence and supervises the maintenance of all records of veterans' cases serviced;
Has charge of securing burial flags, head stones, and grave markers for veterans' graves;
Coordinates transportation of veterans suffering from incapacitation or mental incompetence to medical facilities for treatment;
Maintains liaison with private and public welfare agencies;
Makes monthly reports on veterans' services;
Submits annual report to Legislature;
Acts as liaison between County Veterans' organizations and Legislative Body.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state, and local laws, rules, and regulations pertaining to veterans' benefits and services;
Thorough knowledge of forms, methods, and procedures and records necessary for the processing of veterans' benefit claims;
Demonstrated ability in public relations;
Ability to express ideas clearly and concisely, orally and in writing;
Sound judgment.

Director of Veterans Service Agency

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of responsible business or administrative experience.

NOTE: Training beyond high school in business, administration, or closely related field may be substituted for experience on a year-for-year basis.

SPECIAL REQUIREMENT: Applicants must be a veteran as defined in New York State statute (per Section 357 of Executive Law).