DIRECTOR, VETERANS SERVICE AGENCY

GENERAL STATEMENT OF DUTIES: Has responsible charge of the administration of the County veterans' service agency; does related work as required.

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, in accordance with statements of policy by the County Legislature.

EXAMPLES OF WORK: (Illustrative only)

-Personally interviews persons in need of assistance;
-Secures information and evidence necessary for the proper presentation of claims;
-Makes necessary contacts with various state and federal agencies relative to claims and benefits to which the veterans and their dependents are entitled;
-Studies current legislation of interest to veterans in order to be informed of such legislation;
-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;
-Determines eligibility for veterans' burial allowances;
-Secures burial flags, head stones and grave markers for veterans' graves;
-Transports veterans with physical or mental disability to hospitals and institutions;
-Maintains liaison with private and public social service agencies;
-Makes monthly reports on veterans' services.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Familiarity with federal, state and local laws, rules and regulations pertaining to veterans benefits and services; familiarity with the 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; good judgment; willingness to accept responsibility; resourcefulness; interest; tact; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a standard high school or possession of an equivalency diploma and four years of responsible business or administrative experience.

Special Note: Section 357 of the New York State Executive Law provides that any director of a county veterans' service agency appointed after April 9, 1996 shall be a veteran as defined in New York State statute.

Revised 05/13/98 Personnel Officer