

DIRECTOR VETERAN SERVICES

GENERAL STATEMENT OF DUTIES: Responsible for the overall administration, direction and management of the Office of Veteran Services which provides services to veterans and their families. Reports to and works at the pleasure of the Board of Commissioners.

STATEMENT OF DUTIES:

Administrator of the functions of the Office of Veterans' Services;
Develops, implements and monitors policies, procedures and programs as they relate to veterans' services ensuring they meet requirements of state and federal guidelines and other funding source guidelines;
Monitors and stays abreast of new and developing legislation effecting veterans' and dependents' benefits and services;
Administers the Soldiers' Relief Fund and the County Soldiers Burial Fund;
Recommends and submits grant applications for funding and programming;
Develops and maintains collaborative relationships with veterans' organizations, private groups, citizens, etc;
Works with other community organizations that offer veteran related services and/or resources;
Develops and delivers presentations to various organizations;
Develops and administers annual budget;
Advises staff on complex or unusual veteran situations;
Interviews, hires, disciplines and terminates staff and ensures appropriate training is received;

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge in the Department of Veteran's Affairs claims processing;
Thorough knowledge in State, Federal, and County Laws relating to veterans and veterans programs and veterans claims work;
Knowledge of Michigan Veterans' Trust Fund;
Knowledgeable in community veteran's outreach services;
Knowledge of computer programs and software as it relates to making presentations and filing claims;
Ability to administer annual budget in accordance with millage;
Ability to administer millage;
Ability to show compassion and be receptive to the needs of veterans and dependents;
Ability to be counsel veterans and office personnel;

Ability to attend work regularly and work under stressful conditions;

DESIRED QUALIFICATIONS

Bachelor's degree in Public Administration, Psychology, Social Work, Counseling, Human Services or a closely related field;

Two (2) years' experience as a Veteran Service Officer preparing/submitting claims;

Two (2) years' supervisory experience;

Current accreditation by the Department of Veterans' Affairs to represent veteran's during the claims process;

Veteran of the United States Armed Forces with an honorable discharge preferred.



Human Resources Director

Revised: January 26, 2018