

## DIRECTOR - VETERANS SERVICE AGENCY

GENERAL STATEMENT OF DUTIES: Directs and coordinates the activities of the Veterans Service Agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive and the Director of the New York State Division of Veterans' Affairs, is responsible for administering and coordinating a counseling program for veterans and veterans' relatives. The program is designed to provide information and guidance on all veteran rights and benefits, such as health, medical, rehabilitation services; training and education opportunities; employment and reemployment rights; death benefits. Supervision is exercised over counseling and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Develops, implements and coordinates veteran counseling and referral services;

Directs the administration of the Veterans Service Agency, including operational, personnel, and budget matters;

Provides guidance and supervision to staff to resolve special problems, interpret new regulations, and monitor progress;

Meets with representatives of the U. S. Veterans Administration and the State Division of Veterans Affairs to coordinate multi-level program goals and objectives;

Conducts speaking engagements at veterans' organizations and other public information and education activities on veterans issues;

Reviews and approves burial claims for veterans or their next of kin in accordance with established eligibility criteria.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of federal, state, and local laws pertaining to veterans; thorough knowledge of all facilities, services, and benefits available to veterans; ability to supervise and coordinate the work of others; ability to communicate effectively both orally and in writing; ability to deal effectively with the public and with veterans organizations; judgment; initiative, tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) four years responsible administrative or supervisory experience, or (b) a satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENT: Incumbent must be a veteran as defined in the New York State Statute. (Article 17 of the NYS Executive Law defines veteran as someone who served on active duty in the armed forces during a wartime period.)

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J. C.: Non-Competitive†  
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Job Class Code: E0065  
Job Group: XII