

WAYNE COUNTY
CIVIL SERVICE – HUMAN RESOURCES

26 Church Street * Lyons, New York 14489
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: www.co.wayne.ny.us

Applications are being accepted for the position of:

DIRECTOR OF VETERANS' SERVICE AGENCY (Part-time)

Wayne County, New York

Salary depending on qualifications within authorized amount.

The Wayne County, NY County Administrator's Office is seeking qualified candidates for the part-time position of Director of the Veteran's Service Agency. The position is in the Non-competitive class.

The incumbent will be responsible for the administration of the County Veterans' Service Agency. The work involves overseeing and participating in programs to assist veterans and their dependents in obtaining benefits to which they are entitled under the law. Work is performed under the general direction of the County Administrator with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of all employees of the agency.

The successful candidate will have thorough knowledge of Federal, State and local laws and rules and regulations pertaining to veterans; benefits and services; thorough knowledge of the forms, methods and procedures necessary for the processing of veterans' benefit claims; good knowledge of interviewing and counseling techniques; ability to deal effectively with veterans' organizations and the general public; ability to plan, organize and supervise the work of others; ability to express ideas clearly and effectively, both orally and in writing. High ethical standards are expected.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and either (a) Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree; or (b) Four years of business or administrative experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Pursuant to New York State Executive Law section 357.1, an appointee to this title must be a veteran as defined in New York State statute. New York State Executive Law Article 17, section 350 defines a veteran as "...a person, male or female, resident of this state, who has served in the active military or naval service during a war in which the United States engaged and who has been release from such service otherwise than by dishonorable discharge, or who has been furloughed to the reserve."

NOTE: Appointees to this position will be required to become certified through a training program sponsored by or recognized by the Veterans Administration.

A complete position description and application may be obtained from the Wayne County website www.co.wayne.ny.us. Applications may also be obtained at the Wayne County Human Resources Department, 26 Church Street, Lyons, NY 14489. Return completed applications to Charles A. Dye, Director of Human Resources. First review of applications will be January 30, 2012; the position will remain open until filled.

Wayne County is an Equal Opportunity Employer.

Continued over:

DIRECTOR OF 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 work involves overseeing and participating in program to assist veterans and their dependents in obtaining benefits to which they are entitled under the law. Work is performed under the general direction of the County Administrator with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of all employees of the agency.

EXAMPLES OF WORK: (Illustrative only)

- Oversees a program consisting of varied counseling, informational, and other services to veterans and their dependents;
- Performs a wide variety of counseling and informational work through such means as personal interviews, telephone conversations, and correspondence on questions pertaining to claim benefits, employment placement, educational training, medical treatment, legal aid and related veterans problems;
- Prepares correspondence, maintains case records and processes various forms involving veterans' tax exemptions, burial claims and pensions;
- Instructs staff on methods and procedures employed in program of agency and takes necessary steps to insure compliance and effectiveness of their administration;
- Secures commitment of veterans to hospitals and other institutions and subsequently visits client in order to counsel and advise them and obtain information regarding the status of their medical progress or claims;
- Maintains close liaison with State and Federal veterans' agencies as well as various local private and governmental agencies in order to secure information and evidence necessary to the proper presentation of claims;
- Studies current legislation of interest to veterans in order to be informed of such legislation;
- Works with private and public welfare agencies in investigating claims and status of needy veteran clients;
- Prepares releases for local news agencies in which legislation and directives pertaining to veterans' affairs are digested, analyzed and commented upon;
- Attends meetings of the Standing Committee(s) of the Board of Supervisors to advise on or discuss work of the veterans' agency as required;
- Maintains contact with Wayne County Veterans Organizations by attending meetings and making other business-related contacts;
- Prepares annual budget
- Performs a variety of other responsible supervisory and administrative duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of Federal, State and local laws and rules and regulations pertaining to veterans; benefits and services; thorough knowledge of the forms, methods and procedures necessary for the processing of veterans' benefit claims; good knowledge of interviewing and counseling techniques; ability to deal effectively with veterans' organizations and the general public; ability to plan, organize and supervise the work of others; ability to express ideas clearly and effectively, both orally and in writing.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and either:

- A. Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree; or
- B. Four years of business or administrative experience; or
- C. Any equivalent combination of training and experience .

Special Requirement: Pursuant to New York State Executive Law section 357.1, an appointee to this title must be a veteran as defined in New York State statute. New York State Executive Law Article 17, section 350 defines a veteran as "...a person, male or female, resident of this state, who has served in the active military or naval service during a war in which the United States engaged and who has been release from such service otherwise than by dishonorable discharge, or who has been furloughed to the reserve."

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Adopted 05/07/76

Re-adopted 08/02/76

Revised 12/07/11

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