

**DIRECTOR OF VETERANS SERVICE AGENCY
CHAUTAUQUA COUNTY
SALARY RANGE: \$53,674.00 - \$82,248.00/YEAR + BENEFITS**

The Chautauqua County's Executive Office is seeking qualified applicants to fill the position of Director of Veterans Service Agency. This position is full-time at 40 hours per week, working out of the Jamestown Warwick Plaza location. This is an administrative position involving the responsibility for planning and directing the activities of the County Veterans Service program, including the Veterans Van Program. A person in this class acts as accredited legal representative for veterans and dependents filing claims with the Department of Veterans Affairs. Qualified applicants must have thorough knowledge of federal, state and local laws pertaining to Military personnel and veterans' benefits and of regulations and procedures established by the Department of Veterans Affairs and other agencies. Must also be familiar with forms, methods and procedures and records involved in the processing of military personnel and veterans' benefits claims. Supervision is exercised over Veterans Service Officers and clerical employees. The work is performed in accordance with general policies outlined by the County Executive and Legislature. Additional administrative support for budget coordination, grant administration and records management will be provided by the Department of Social Services per annual operations plan. Maintains regular communication with senior management from the Department of Social Services to garner support and direction on operations management, budgeting and program improvement. Does related work as required.

Typical Work Activities:

- As appointing authority for the department, assigns and supervises the work of Veterans' Service Officers engaged in representing veterans or their dependents in obtaining benefits;
- Personally interviews claimants in need of assistance;
- Inspects claim folders, client information and access procedures to ensure proper confidentiality compliance in accordance with federal regulations;
- Makes necessary contact with various federal, state and local agencies advocating for claims and benefits to which veterans and their dependents are entitled;
- Secures documentary evidence necessary for the proper presentation of claims and represents veterans and claimants before various boards or officials;
- Collaborates with the Directors of the Department of Veterans' Affairs Medical Centers (VAMC) and private community health facilities/providers in coordination and assurance of health care goals and treatments for veterans as directed by federal and state statute;
- Attends conferences held by the Veterans Administration and other government agencies;
- Assists in preparation of the annual agency budget;
- Attends meetings of the County Legislature and makes periodic reports to the Legislature and to the New York State Division of Veteran's Affairs;
- Maintains contact with and provide training to public and private social service agencies to ensure proper referrals are made;
- Maintain working relationship with veterans' organizations and other helping agencies on both local and national level;
- Insure service officer training, skills and resources are kept current;
- Participates in patriotic and veteran related events;
- Manages the Veterans Endowment Fund as administered by the Chautauqua Region Community Foundation.

This position will be filled by approved applications received.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Possession of a Bachelor's degree from a recognized college or university and two (2) years of supervisory experience in business, personnel administration or human services; OR
- B. Possession of an Associate's degree from a recognized college and four (4) years experience in business, personnel administration or human services, two (2) of which must have been in a supervisory capacity.

Special Requirements:

1. Two (2) years active duty in the armed forces of the United States ***(Please include copy of DD214 when applying).**
2. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at the time of appointment and during service in this classification.
3. Eligibility for accreditation with the New York State Division of Veterans Affairs and possession of such accreditation within six (6) months of appointment.