



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 5, 2015

CLOSING DATE: AUGUST 19, 2015

TITLE: DIRECTOR OF VETERAN AFFAIRS **GRADE:** M-II

DEPARTMENT: VETERAN AFFAIRS

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$22.16/HOUR, \$43,212/YEAR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30am 4:00pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Under the direction and supervision of the County Executive, this employee manages the department which is a major resource for Veterans and their eligible dependents.

DUTIES & RESPONSIBILITIES:

Essential duties and responsibilities include:

- Managing the Department of Veterans Affairs
- Preparing the annual budget and approving expenditures for the Department
- Hire and arrange training for all employees
- Maintain records securely and ensure quality control among staff during the claims preparation process
- Serve as an advocate for Veterans and their families
- Attend applicable functions in the community
- Attend annual continuing education and advanced training conferences
- Collaborate with Veterans Treatment Court
- Collaborate with local Veterans resources, Erie Veterans Affairs Medical Center, Erie Vet Center, and County resources of relevance to Veterans
- Apply for relevant grants that will assist the Department as they apply to outreach
- Develop and maintain a County wide communication strategy
- Provide information to the public as requested
- Devise and implement collaborative strategies to promote Erie County as a destination for relocating Veterans
- Collaborate with area employers to establish procedures in the hiring of Veterans
- Collaborate with the Erie County Health Department and local agencies in devising and implementing a strategy to combat suicides among the Veteran population
- Implement quality assurance survey's to get feedback from the public
- Assist Veterans and their families in securing County, State, and Federal benefits, enrolling in VA Healthcare and connect with community resources.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Applicant must have strong communication, organization, and time management skills. Working knowledge of the laws, rules, and regulations which apply to the administration of veterans benefits. Skill in counseling individuals and their families in regard to programs under the Veterans Administration. Ability to supervise and develop the employees in the department. Ability to travel throughout the County and State where applicable. Proficiency in Microsoft Word, Excel, and PowerPoint.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

A Bachelor's degree plus five (5) years related experience in progressively responsible and varied office management or staff work; or any equivalent combination of related education and experience. Military experience highly preferred and/or related experience working with/for Veterans Affairs initiatives or programs. Must attend and pass the annual State mandatory training for current Veteran service officers. Must receive accredited service officer status as per requirements of 38 CFR Part 4 (accreditation of Service Organization Representatives and Agents) and pass the final examination administered by the PA Office of Veterans Affairs.