

## COORDINATOR OF VETERANS AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive this class is responsible for administering and analyzing various programs designed to provide services, information and assistance to veterans, ensuring veterans and their dependents receive benefits they are eligible for from the Veterans Administration and other agencies. The incumbent ensures services are delivered effectively, initiating any required action to ensure these efforts are effectively integrated, and advising the County Executive on any matter related to veterans affairs and services. The Coordinator is appointed by the County Executive and serves at his pleasure. Supervision is exercised over a number of professional and clerical support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Functions as a liaison between the Office of the County Executive and public, private non-profit, and community based agencies concerned with veteran services and affairs;

Oversees the operation of County department programs, services and agencies related to veteran services and affairs but particularly the Veteran Service Agency and the Veteran Assistance Unit of the Department of Social Services;

Meets regularly with functionally assigned staff in order to assess progress, establish priorities, determine assignments and formulate practices and procedures;

Supervises a staff who serve as liaisons assisting veterans and their families to obtain benefits in areas such as: employment, vocational training, education, career counseling, rehabilitation, medical benefits, home loans, property tax exemptions, etc.;

Advises the County Executive on any matter concerning veterans including areas such as: education and training; health, medical and rehabilitation services; provisions of federal, state and local laws and regulations pertaining to veterans and their families; employment and re-employment; etc.;

Represents the County Executive before veterans' organizations and other interested community groups;

Supervises, trains and informs subordinates of changing laws, regulations and procedures;

Analyzes current and future budgetary needs and workload trends to provide adequate service;

Provides outreach to medical, nursing home, and other facilities to review services provided in such offices and facilities and participates in planning for future needs in those areas;

Maintains cooperative working relationships with individuals in local veteran's organizations and other civic organizations responsible for the administration of various programs and services for veterans;

Provides guidance to elected and appointed officials relating to changes in and implementation of legislation governing veteran's benefits;

EXAMPLES OF WORK (Con't):

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of federal, state, and local laws relating to veteran services, affairs and benefits; thorough knowledge of state and local veteran organizations and agencies; good knowledge of the practices and principles used on counseling; good knowledge of service organizations in the community; ability to supervise, plan, direct, train and evaluate the work of assigned professional and clerical support staff; ability to identify critical program problems and to formulate and implement workable solutions with minimum disruption to ongoing activities; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to maintain good public relations; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; integrity; empathy; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A veteran as defined in Executive Law, Article 17, Section 350, possession of a high school or equivalency diploma, and ten years of responsible supervisory, administrative or executive level experience, two years of which must have involved veteran affairs, advocacy or services.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to four years of the above stated experience, exclusive of the two years of specialized experience.

NOTE: Verifiable volunteer experience in a recognized veteran's organization, equivalent to a 35-hour a week, full-time position, may be substituted for the specialized experience on a year for year basis.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an Institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J.C.: Non-Competitive†  
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Job Class Code: E0492  
Job Group: XVI