

## **Champaign County Job Description**

**Job Title:** Veteran's Assistance Commission Superintendent  
**Department:** Veteran's Assistance Commission for Champaign County  
**Reports To:** Veteran's Assistance Commission  
**FLSA Status:** Exempt  
**Prepared Date:** April, 2012

**SUMMARY** Under general direction, performs work of considerable difficulty in the development, implementation and supervision of programs and activities as delegated by the Veteran's Assistance Commission, and provides advocacy for the veteran client.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinates and oversees programs intended to aid and assist veterans and their family members.

Develops and implements goals and objectives in accordance with the directives of the Veteran's Assistance Commission.

Supervises staff engaged in programs and activities to support the goals of the department.

Maintains knowledge of Federal, State and local programs, agencies and benefits which are available to veterans.

Researches and participates in activities to promote programs.

Utilizes internet resources to research programs for clients.

Develops and recommends annual operating budget.

Promotes understanding and utilization of programs through public speaking and various public relations activities.

Develops tracking mechanisms to monitor program participation and effectiveness.

Prepares reports, letters and other correspondence.

Maintains positive working relationships with community groups, non-profits and other external agencies, municipalities and townships.

Leads or coordinates group meetings or advisory groups.

**SUPERVISORY RESPONSIBILITIES** This position has limited supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Two years of college level course work with emphasis in Human Services, Public or Business Administration, or related field and three to five years of experience in a human services, social services or veteran's services, including one year of supervisory experience; or an equivalent combination of training and experience.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret regulations and policies to ensure program compliance. Ability to write reports, business correspondence, and procedure manuals. Ability to speak effectively before individuals, public groups and employees of the organization.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations. Ability to maintain positive working relationships with local agencies, non-profit and other community organizations, township offices and the general public.

**CERTIFICATES, LICENSES, REGISTRATIONS** Must be certified by the Illinois Veteran's Assistance Commission.

**OTHER SKILLS and ABILITIES** Considerable knowledge of Federal, State and local programs and resources available to veterans and their families; considerable knowledge of local community organizations and service groups; considerable knowledge of the process for assisting indigent veterans with temporary monetary relief as defined under the Illinois Statutes; considerable knowledge of applicable Federal, State and local regulations and laws; considerable knowledge of the principles and practices of social services work; good knowledge of supervisory practices; good knowledge of government accounting and budgeting processes. Skill in operating computer software programs and peripheral equipment.

**OTHER QUALIFICATIONS** This position requires the incumbent to be an honorable discharged veteran of the United States Armed Forces. The position may require certification as an Information and Referral Specialist; or the ability to obtain certification within the first year of employment.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is moderate.