

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1557
Job Title: Director of Veteran Affairs
Salary Grade: 24
Bureau: Bureau of Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9517506
Shakman Exempt

Characteristics of the Position

General Overview

Functions as the Director of Veterans Affairs serving as the President's designee before veterans assistance groups and organizations. The Director of Veterans Affairs is responsible for formulating policies, programs and legislation on behalf of the President regarding veterans assistance and related matters. Responsible for maintaining working relationships with state and federal Veterans Assistance Programs, serving as a liaison to the Cook County Veterans Assistance Commission and various assistance commissions across the State to ensure that qualified veterans obtain assistance. Monitors veterans' legislation, at the local and federal levels.

Key Responsibilities and Duties

Formulates implements and interprets policy and procedures, as it relates to planning and drafting programs with state and federal Veterans Assistance Programs, as well as other governmental agencies.

Confers with state and local elected officials, in order to obtain their support in veterans' affairs.

Serves as the President's liaison to the Cook County Veterans Assistance Commission.

Determines the eligibility of veterans seeking assistance; reviews verification of their status prior to receiving assistance.

Assists veterans with job placements, as well as utility, transportation and burial assistance in their time of need.

Provides information to veterans and their families on agency programs and procedures; advises veterans of their rights regarding benefits.

Works with the President on various legislative initiatives effecting veterans.

Knowledge, Skills and Abilities

General Knowledge of Federal, State and Local Veterans Affairs and/or Organizations, as relates to assisting Veterans.

Ability to communicate effectively with tact and courtesy with the general public and in a professional manner either by telephone or in-person.

Knowledge of good office management principles; knowledge of good supervisory and training techniques.

Ability to act independently in making decisions and in meeting new problems in the absence of the Superintendent.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS previous work related experience demonstrating familiarity with and the ability to address and manage veterans' affairs. Status as a veteran in good standing, in one of the five branches of the United States Armed Services.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Graduation from a college or university with a Bachelor's Degree in business administration, public administration or other related field PLUS three to four years professional administrative experience of a responsible nature.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.