

CLASS TITLE: ASSISTANT ADMINISTRATOR, VETERANS' AFFAIRS

Class Code: 02574700

Pay Grade: 37A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Director, Division of Veterans Affairs in the management of the Office of Veterans Affairs and in the management of the Rhode Island Veterans Home; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Administrator of Veterans Affairs from whom general and specific work assignments are received; work is reviewed occasionally upon completion or as needed depending upon the assignments.

SUPERVISION EXERCISED: Supervises and reviews the work of a staff of subordinates for the Veterans Affairs Division.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Director, Division of Veterans Affairs in the management of the Office of Veterans Affairs and in the management of the Rhode Island Veterans Home.

To assist the Director, Division of Veterans Affairs in the management of the Veterans Affairs Division.

To meet regularly with department heads to determine annual needs for the operation of the Veterans Affairs Division compiling all data, reviewing all data with the chief and preparing the individual budget for each unit.

To supervise the work of the various business offices in the Veterans' Affairs Unit and the Veterans' Home, including the record-keeping activities and the preparation of requisitions and vouchers for supplies and equipment, the maintenance of inventory control supplies and equipment, and the supervision of personnel records and activities.

To supervise the maintenance of appropriation accounting, imprest cash funds, custodial funds, restricted receipt funds and receipts records.

To supervise the maintenance of building and grounds services, meeting regularly with the Maintenance Superintendent to determine needed repairs and to authorize such repairs as required.

To supervise in the registration and orientation of residents when admitted to the home, explaining rules and regulations, preparing admission forms, financial forms and charge forms.

To supervise the determination and collection of the charge system at the home, preparing financial data and reports, maintaining records for each resident, depositing and reporting all collections and maintaining correct balances for all charges due and collected.

To supervise the programming and operation of computer services of the Veterans' Affairs Division with emphasis on implementing new programs within the division, maintaining and updating computer records and coordinating the business functions with computer services.

To supervise security services at the home, maintaining 24-hour coverage, reviewing daily reports, scheduling and organizing detail work assignments recommending to the Director, Division of Veterans Affairs any required action.

To supervise the housekeeping staff, maintaining health-care standards of cleanliness, requisitioning supplies and maintaining inventories of supplies and equipment, and orienting and

training individuals in the performance of their duties.

To assist the Director, Division of Veterans Affairs in planning, coordinating and executing public relations and special service programs in order to generate interest in the programs pertaining to the states' war veterans.

To assist the Administrator in the preparation and implementation of a service training program and in the preparation of training manuals.

To work with the Veterans Administration, Social Security Administration, public and private organizations, and agencies for the purpose of coordinating and making available community resources for the benefit of war veterans and their dependents who are in need of such services.

To assist the Director, Division of Veterans Affairs in the preparation of annual reports, budget estimates and various other accounts within the agency.

To do related work as needed.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of nursing home administration; a working knowledge of practices and procedures of fiscal administration and basic accounting; the ability to assert in planning, directing and coordinating management functions; to assist the Director, Division of Veterans Affairs in administration of a variety of programs with the agency; the ability to supervise and review the work of subordinates engaged in providing clerical, fiscal, custodial, and building and grounds maintenance activities; a working knowledge of micro-computer system and the capacity to program various agency functions; to act in the capacity of the Director, Division of Veterans Affairs in the absence of same; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a supervisory capacity in a public institution, nursing home or hospital involving performance of management functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: In accordance with RIGL 30-25-14, this position requires the incumbent to be an honorably discharged Veteran of the United States Armed Forces.

Class Created: July 3, 1988

Editorial Review: 3/15/03

Class Revised: July 23, 2017