

CLASS TITLE: ASSOCIATE DIRECTOR, VETERANS' AFFAIRS

Class Code: 02574800

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration and direction of the Division of Veterans' Affairs, within the Department of Human Services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director, Division of Veterans' Affairs; all work performed is subject to continual and occasional review for results obtained.

SUPERVISION EXERCISED: Plans, directs, supervises, coordinates, and reviews work of subordinates engaged in a full spectrum of duties related to the operation of the Rhode Island Veterans' Home, the office of Veterans' Affairs and the Rhode Island Veterans' Memorial Cemetery.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Director, Division of Veterans' Affairs in the operation of all Veterans' Programs within the Division of Veterans' Affairs and that they comply with all federal, state and local laws pertaining to such programs.

To assist in the preparation and submission of annual fiscal information leading to the development of the Divisional Budget.

To insure that all major veterans' service organizations within the state remain fully informed concerning all veterans' programs administered by the Division; act in role of public relations between the veterans' service organizations and the Department of Human Services.

To represent the department and the State of Rhode Island on the National Association of State Directors of Veterans' Affairs (NAS.D.V.A.) and the National Association of State Veterans' Homes (N.A.S.V.H.); function on any other Veterans' related commissions, advisory councils, etc. as needed or as directed by the Division.

To advise the Director of the Division of Veterans' Affairs on all matters pertaining to and concerning veterans.

To serve on all necessary committees, commissions, task forces, etc. as directed by the Director of the Division of Veterans' Affairs.

To report all activities concerning veterans, veterans' program, with the Department of Human Services to the Rhode Island Advisory Council for Veterans' Affairs, on a quarterly basis and as needed.

To do all related administrative work and support as needed.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the federal and state laws relating to veterans' benefits and programs; a working knowledge of individual and social factors contributing to personal problems that effect the unique veterans' population and their families; a working knowledge of the practice and procedure of fiscal administration and basic accounting; the ability to administer a variety of veterans' oriented programs and services; the ability to assess the needs of the division and the veterans within the state; a working knowledge of the veterans' service organizations within the state and country; a working knowledge of labor relations and the ability to work with labor officials in mediating disputes, grievances and contracts, if applicable; and the ability to relate and interact effectively with those organizations in a positive manner.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited college or university with a minimum of a Bachelor's Degree (Masters preferred) in Health Care Administration, Public Administration, Business Administration, or in a Health/Human Services related field with the necessary background in business administration, health care administration, and/or public administration; and

Experience: Such as may have been gained through: considerable administrative experience within a large private or similar public enterprise preferably concerned with veterans and their issues (Health Care background preferred).

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

SPECIAL REQUIREMENT: As a condition of appointment, must be an honorably discharged war veteran of any war in which the United States has been engaged.

Class Revised: January 1, 2012