

**CLASS TITLE: VETERANS OPERATIONS ADMINISTRATOR
(VETERANS AFFAIRS)**

Class Code: 02574701
Pay Grade: 39A
E.O. Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Director, Office of Veterans Affairs in the management of the Office of Veterans Affairs and the Rhode Island Veterans Home; to manage the Rhode Island Veterans Memorial Cemetery (RIVMC) and in the absence of the Director, Office of Veterans Affairs, to act for the Director in matters concerning the RIVMC; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Administrator of Veterans' Home or if operating the RIVMC, under the supervision of the Director, Office 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 entire Veterans' Affairs Division.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

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

To manage the Rhode Island Veterans Memorial Cemetery (RIVMC) and in the absence of the Director, Office of Veterans Affairs.

To act for the Director in matters concerning the RIVMC.

To be responsible for special projects and associated publishing, graphic and financial data authorized and delegated by the Director.

To operate the RIVMC in accordance with the general regulations as prescribed by the Department of Health, and under the general guidelines of the Department of Veterans' Affairs, National Cemetery Administration.

To be responsible for all and supervise all staff assigned to the RIVMC and insure the operation of the Cemetery complies with all OSHA standards.

To execute the budget allocated to the RIVMC and that of any grants awarded from the Veterans Affairs National Cemetery Administration.

To answer all inquiries involving the RIVMC and to ensure that veterans and their families receive the respect accorded to them at their time of loss.

To meet regularly with department heads to determine annual needs for the operation of the Office Veterans Affairs; to compile and review all data with the chief, and to prepare the individual budget for each unit.

To supervise the work of the various business offices in the Office of Veterans Affairs, 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 appropriation accounting, imprest cash funds, custodial funds, donations, liner

fees, restricted receipt funds and receipts records.

To supervise the maintenance of building and grounds services, meeting regularly with the maintenance superintendent to determine repairs needed 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 Office of Veterans Affairs 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, and recommending required actions to the Director, Office of Veterans Affairs.

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, Office of Veterans Affairs in planning, communicating, 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 State agencies, Veterans Administration, Social Security Administration, public and private organizations, and other organizations for the purpose of coordinating and making community resources available for the benefit of war veterans and their dependents who are in need of such services.

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

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, 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; the ability to assist superiors in the administration 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; knowledge of computer systems and the capacity to perform various agency functions; the ability to act in the capacity of the Director, Office of Veterans Affairs in the absence of same; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Business Administration or related field; and

Experience: Such as may have been gained through: employment in a supervisory capacity in a public institution 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 23, 2017