

## VETERANS AFFAIRS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Office of Veterans Affairs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all the duties listed, nor do they cover all the duties which may be performed.)

Directs all local veterans affairs activities in cooperation with the Veterans Administration of the United States.

Furnishes staff services to veterans, their dependents and beneficiaries in a variety of matters and cooperates with all local veterans organizations.

Formulates and adopts necessary rules and regulations for the proper internal operation of the office.

Interprets and enforces laws and regulations pertaining to veterans of the Armed Forces of the United States.

Studies, reviews and conducts continuing research to resolve each claim or inquiry to a satisfactory conclusion.

Reviews and maintains technical reference materials including federal and local regulations and procedures, utilized in the claims and appeals processes.

Confers with operating and administrative officials regarding veterans affairs; attends meetings and conferences; appears before veteran and civic organizations and other groups regarding veterans' benefits.

Directs budget preparation and expenditures; prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the federal and local laws, regulations, policies and procedures relating to veterans' benefits and service programs.

Knowledge of the resource agencies available to veterans.

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Knowledge of the principles of office administration.

Ability to administer the programs and activities of the Office of Veterans Affairs.

Ability to evaluate operational effectiveness and initiate/implement changes in operation, policies or procedures to improve effectiveness.

Ability to interpret and apply federal and local laws, regulations and procedures relating to veterans' benefits and services.

Ability to coordinate operations effectively with a variety of federal and local public or private agencies/organizations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

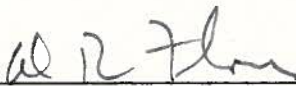
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of veterans counseling experience, two years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in business or public administration or related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission