

JOB DESCRIPTION: Veteran's Assistance Commission of Bond County

SUPERINTENDENT

The Veteran's Assistance Commission of Bond County (the "VACBC") exists under the powers granted to it under the Military Veterans' Assistance Act (the "MVAA"). The VACBC provides assistance to Veterans and their dependents to access resources and benefits available to them under numerous aid and benefit programs. This position requires a confident, secure, and intelligent communicator with a positive attitude that fully understands and embraces the VACBC mission.

Offering 60K salary. Full time position of 40 hours per week
Benefits include Health, Dental and Vision Insurance, Life Insurance, IMRF and Paid Vacation

GENERAL RESPONSIBILITIES AND REQUIREMENTS

1. Serve as the Superintendent of the Commission.
2. Manage the yearly budget, oversee all expenditures and ensure compliance with all processes and procedures.
3. Develop long-term goals, plans and strategies including expenditure plans, revenue plans and capital improvement plans.
4. Hire and supervise staff necessary to support the purpose of the VACBC.
5. Develop and implement training programs to maintain a highly effective staff.
6. Oversee application and compliance with grant programs.
7. Oversee any and all veteran's assistance programs.
8. Support veterans and their families with assistance through emergency financial assistance programs.
9. Cooperatively work and collaborate with veterans and families in programs, services and resources available to them through the US Department of Veterans' Affairs, Illinois Department of Veterans Affairs and other local programs.
10. Cooperatively work with the public, County organizations and with all veteran service organizations in advancing the purpose of the VACBC.
11. Develop and maintain a contact list of all federal, state and local agencies who can provide assistance to eligible veterans and their families.
12. Maintain appropriate reports, including monthly reports to the Commission, detailing services and assistance provided. Maintain all records of the VACBC.
13. Prepare the annual report to the Governor's Office as required in Section 8 of the MVAA.
14. Attend Bond County Veteran Service Organization meetings on a monthly basis, rotating organizations for the purpose of sharing information and developing camaraderie.
15. Other duties as assigned or required.
16. Requirements:
 - a. Be a military veteran, as defined by the MVAA, with an honorable discharge.
 - b. Become accredited and/or maintain accreditation as a Veterans' Service Officer. Detail progress towards accreditation in monthly report to the Commission.

Knowledge, Skills, Abilities and Education Requirements:

- Proficiency using Microsoft Programs to include; Word, Excel, Outlook, making appointments, and using the calendar. Other programs you must be familiar with include Teams, Zoom and Tyler Vet Benefits (TVB) software program.

- Effective communicator who can comprehend written dialog. Must be able to read, write, and speak both formally or informally to all people.
- Applicant will perform mandatory online training on HIPPA, Cyber Security and office Policies and Procedures. Annually complete Open Meeting and FOIA training.
- Please provide all licenses, certifications, and registrations for professional state or federal licenses, certifications, or registrations required to enter the position.
- Present DD 214 to verify character of discharge from the United States Armed Forces. Be sure to redact date of birth and SSN from DD214.

Physical Requirements:

- Be able to perform standard office activities.

Supplemental Information:

- Must be a citizen or legal resident of the United States.
- Attire is expected to be business casual and formal attire for certain outreach events or meetings.
- Must have reliable transportation and be punctual. Must be able to attend outreach events occasionally including evenings and weekends when required.
- Must successfully complete appropriate pre-employment screening, which may include drug and alcohol screening.
- Must pass appropriate background checks which may include fingerprinting.
- Must successfully complete appropriate probationary period of at least six (6) months.
- Employees receive competitive salary and benefit package.
- VACBC is an equal opportunity employer (EEO).
- The VACBC will hire the most qualified individual to function as the Superintendent of the VACBC. If applicants are equally qualified, the VACBC will give deference to an applicant who is a Bond County resident.
- Email resume with cover letter and redacted DD214 to VAC@bondcountyl.gov.