NOW ACCEPTING APPLICATIONS

The Grundy County Veterans Affairs Commission is accepting applications for a part-time position as Grundy County Veterans Affairs Director/Administrator. Position requires 20 hours per week. Position includes assisting veterans and family members apply for benefits. Please contact the Grundy County Auditor's office for application and job description at the county courthouse. Deadline for accepting applications is December 9, 2016, 4:30 p.m. Equal Opportunity Employer.

POSITION DESCRIPTIONS AND SPECIFICATIONS

GRUNDY COUNTY
POSITION DESCRIPTIONS AND SPECIFICATION

Position Title: Director/Administrator, Veterans Affairs Incumbent: Mary Corwin

Department: Veterans Affairs

Reports to: Chairperson, County Commission of Veterans Affairs

FLSA Status: Non-Exempt

POSITION PURPOSE

To manage the Veterans Affairs Department in an effective and efficient manner. To ascertain eligibility for veterans assistance. To provide for equitable application of County, State, and Federal laws and guidelines regulating veterans affairs and benefits, and ensure that guidelines and amounts of assistance rendered conform to guidelines. To serve as an advocate for veterans and surviving spouses seeking benefits. To serve as liaison with outside agencies and legislators.

REPORTING

The Director reports to the Chairperson, Grundy County Commission of Veterans Affairs. This position has no direct reports.

PRINCIPAL ACCOUNTABILITIES

Plans, organizes, directs, and controls veterans affairs functions, consistent with state and federal laws and regulations, Commission guidelines, and county policies and procedures, contributing to the overall effectiveness of the department.

Interprets laws and regulations and implements and administers department goals, objectives, and determines eligibility for assistance.

Interviews applicants for assistance in person or by telephone to obtain documentation and information required to process an application; assists in completion of application and determines eligibility for assistance.

Distributes funds to eligible veterans and/or their families for necessities, such as shelter or utilities; may obtain emergency funds with Commission approval.

Provides consultation to clients on VA benefits and eligibility, financial budgeting, job search skills, personal problems, etc.

Prepares and manages annual budget.

Maintains database and files of veterans utilizing services; prepares summaries of county cases on a monthly basis to the Commission, and quarterly to the Board of Supervisors; updates Board of Supervisors on veterans legislation.

Participates in outreach activities, such as annual town celebrations, visiting long-term care and nursing facilities and attending American Legion meetings.

Networks with other agencies and programs to aid veterans in obtaining assistance which is not provided by Veterans Affairs.

Works with media to publicize information about benefits to veterans and general public, provides information to veterans and community service organizations, and produces newsletter.

SPECIFICATIONS

Skills and Abilities

Excellent human relations and verbal and written communication skills, including ability to negotiate contracts and make presentations. Proven managerial skills such as planning, directing, organizing, controlling, and coordinating. Excellent mathematical skills, analytical and problem-solving skills. Demonstrated ability to produce results with previous assignments. Skilled in the use of various computer and networking programs which are key to the administration and management of data between various departments, agencies, and the general public. Ability to operate office machines in performing described functions. Ability to effectively monitor and develop subordinates. Ability to demonstrate leadership skills and a desire to lead. Ability to obtain an Iowa driver's license and operate a motor vehicle.

Educational Development

Knowledge in accounting, finance, or administration or through equivalent experience. Able to obtain certification from the Iowa Department of Veterans Affairs within one year of date of hire by attending both spring and fall schools and national accreditation through the National Association of County Veterans Service Officers within twelve (12) months of the date of hire.

Experience

Thorough understanding and broad background in administration as would be required through three to five years' experience in progressively more responsible positions.

Physical, Mental, and Visual Effort

Continuous speaking, hearing, and visual efforts. This position requires frequent sitting at desk and computer. Occasional standing, walking, lifting, and carrying up to 50 pounds. Position at various times requires stooping, reaching, grasping, feeling, bending, climbing, balancing, kneeling, crouching, crawling, and handling. Continuous mental and visual concentration requiring attention to detail and accuracy. Must plan and lay out complex work. Tasks require constant alertness and considerable mental concentration due to degree of difficulty, irregularity, and variety. Stress associated with working with a great number of personalities, work pace, and pressure.

Working Conditions

Work is generally performed indoors in an office setting. Travel required and exposed to hazards of the road relating to driving. Exposed to illnesses, undesirable living conditions, and dust in home and nursing home visits.

DISCLAIMER CLAUSE

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or work week. I also understand that this Position Description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason and the employer has a similar right.

_____ _____

Employee Signature Date

GRUNDY COUNTY, IOWA EMPLOYMENT APPLICATION

Grundy County, Iowa, is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, religion, creed, color, sex, national origin, or disability. Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information on this application form or in any interview or if you fail to disclose information requested on this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

Note: If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation which you believe is appropriate: _____

PERSONAL INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
	Cell Phone		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you 18 years of age or older?	YES ☐ NO ☐	Are you legally eligible to work in the United States?	YES ☐ NO ☐
Have you previously applied for employment with this county?	YES ☐ NO ☐	If yes, when and under what name?	
Have you ever worked for this county?	YES ☐ NO ☐	If yes, when?	
Is there any name, other than the name stated above, which you have previously used to identify yourself?	YES ☐ NO ☐	If yes, set out.	

EDUCATION (TO BE COMPLETED BY ALL APPLICANTS)			
High School		Address	
	Did you graduate?	YES ☐ NO ☐	Degree
College		Address	
	Did you graduate?	YES ☐ NO ☐	Degree
Other		Address	
	Did you graduate?	YES ☐ NO ☐	Degree

GENERAL (TO BE COMPLETED BY ALL APPLICANTS)
Subjects of special study or research work
Special skills
Activities:

PREVIOUS EMPLOYMENT (TO BE COMPLETED BY ALL APPLICANTS)			
Employer		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary $		Ending Salary $
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Employer		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary $		Ending Salary $
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Employer		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary $		Ending Salary $
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES ☐ NO ☐			

In addition to the foregoing, be sure to include an explanation of all gaps in time of employment by attaching extra pages or providing details on the back of this page. Also, please set out your attendance record with your last three employers.
Other than vacation and holidays, how many days did you miss work in the last three years? _____
How many months have you been unemployed in the last twelve months? _____
How many months have you been unemployed in the last 36 months? _____

TERMINATIONS AND DISCIPLINARY ACTION (TO BE COMPLETED BY ALL APPLICANTS)

For purposes of the following questions, the term "fired" means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term "quit" means a resignation from employment, a failure to return to work, or any voluntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have you ever been fired?	YES ☐	NO ☐
Have you ever been asked to quit?	YES ☐	NO ☐
Have you ever quit after being told that you would be fired if you did not quit?	YES ☐	NO ☐
Have you ever quit after being advised disciplinary action would be taken against you?	YES ☐	NO ☐
Have you ever quit after disciplinary action was taken against you?	YES ☐	NO ☐

For purposes of the following questions, the term "disciplinary action" means any adverse action taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment.
If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have any of your previous employers ever taken any disciplinary action against you?	YES ☐	NO ☐
Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you?	YES ☐	NO ☐
Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you?	YES ☐	NO ☐

CRIMINAL RECORD (TO BE COMPLETED BY ALL APPLICANTS)

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor. If you answer "yes" to any of the following questions, you must provide details on the back. Note: Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Have you ever been convicted of a felony?	YES ☐	NO ☐
Have you ever been convicted of a serious misdemeanor?	YES ☐	NO ☐

THEFT (TO BE COMPLETED BY ALL APPLICANTS)

For the purposes of the following questions, the term "theft" means taking, possession, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so. "Theft" includes, but is not limited to thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or authorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of employer's property to perform unauthorized work).

I. Have you ever committed an act of theft that involved your place of employment?	YES ☐	NO ☐
If your answer is "yes" to the preceding question, you must answer the following questions. Was the act reported to or identified by the employer?	YES ☐	NO ☐
Did the employer take any disciplinary action against you?	YES ☐	NO ☐
Did the employer report this action to law enforcement?	YES ☐	NO ☐
Did you pay money or transfer any property to the employer as a result of your act?	YES ☐	NO ☐
II. Have you ever committed an act of theft that did not involve your place of employment?	YES ☐	NO ☐
If your answer is "yes" to the preceding question, you must answer the following questions. Was that act reported to or identified by the victim?	YES ☐	NO ☐
Did the victim report this action to law enforcement?	YES ☐	NO ☐
Did you pay money or transfer any property to the victim as a result of your act?	YES ☐	NO ☐

MILITARY SERVICE (TO BE COMPLETED BY ALL APPLICANTS)	
Branch	From To
Rank at Discharge	Type of Discharge and attach copy of Form DD-214
If other than honorable, explain	

REFERENCES (TO BE COMPLETED BY ALL APPLICANTS)	
Please list three professional references.	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

DISCLAIMER AND SIGNATURE (TO BE COMPLETED BY ALL APPLICANTS)

I certify that the statements made by me in this application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete or misleading information in my application or interview, I will not be eligible for employment, or, if I am hired, that I may be terminated regardless of the date on which Grundy County discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with Grundy County, I expressly authorize the release to Grundy County of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge Grundy County and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to Grundy County as part of my application for employment.

If I am offered and accept employment with Grundy County, I understand that my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by Grundy County.

Signature	Date

NOTE: Please feel free to attach a resume.