



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**

**[www.ontariocountyny.gov](http://www.ontariocountyny.gov) | (585) 396-4465**

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## **JOB POSTING NOTICE**

**TITLE:** [Director of Veterans Service Agency](#)

**RATE OF PAY:** \$76,266/year with comprehensive benefits package including paid holidays, paid leave, 2% match to deferred compensation, full health and dental insurance, wellness program, EAP, professional development training, and NYS Retirement pension.

**TO APPLY:** Visit <https://ontario-portal.mycivilservice.com/> to apply.

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### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher, and one (1) year of full-time paid, or its part-time equivalent, administrative or business administrative experience; OR
2. Graduation from a regionally accredited or New York State registered college with an Associate's Degree AND three (3) years of full-time paid, or its part-time equivalent, experience described (1) above; OR
3. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of full-time paid, or its part-time equivalent, experience as described in (1) above; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2), and (3) above.

### **SPECIAL REQUIREMENTS AT TIME OF APPLICATION:**

1. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
2. New York State Executive Law requires that an individual appointed as director of local veterans' services be a veteran as defined by New York State Statute. A veteran is described as (Article 17, Section 350 Executive Law) "a person, male or female, resident of this state, who has served in the active military or naval service of the United States during a war in which the United States engaged and who has been released from such service otherwise than by dishonorable discharge, or who has been furloughed to the reserve."

**SPECIAL REQUIREMENT DURING APPOINTMENT:** Pursuant to NYS Executive Law §357 (3) a successful candidate who is appointed shall take all steps necessary to be accredited as a veterans service organization (VSO) representative within eighteen months of such appointment. Accreditation shall mean the authority granted by the United States Department of Veterans Affairs to assist

veterans and their family members in the preparation, presentation, and prosecution of claims for benefits pursuant to [section 5902 of Title 38 U.S.C.](#) and [section 14.628 of Title 38 Code of Federal Regulations](#). Once an application for accreditation is approved by the General Counsel of the United States Department of Veterans Affairs and the applicant is notified of this action, the director of the county veterans service agency shall file a copy of the accreditation certificate from the appropriate veteran's service organization with the director of the division. Such accreditation shall be maintained during the duration of his or her status as a director of such county veterans service agency. The director of the division may determine that a satisfactory completion of a course of instruction on veterans' benefits approved by the United States Department of Veterans Affairs and conducted by the division may fulfill the requirements of this subdivision.

#### TYPICAL WORK ACTIVITIES:

Interviews persons in need of veterans' assistance;  
Oversees eligibility determinations for certain services, benefits, and programs;  
Assists and advocates on behalf of clients in obtaining veteran benefits from state and federal agencies;  
Maintains liaison with local, state, and federal veterans organizations and agencies involving veterans affairs and benefits;  
Advocates for programs, services, and benefits for veterans and their dependents;  
May provide direct services or programs to veterans in cooperation with other county departments;  
Supervises the maintenance of veterans records and files;  
May make field visits to veterans and provide limited transportation for veterans in need of specialized services;  
Maintains records of services, prepares written and oral reports;  
Represents the Board of Supervisors and agency at various meetings.

#### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

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