

# Job Description

Position Title: Director of Military & Veterans Services

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director of Veteran's Services leads strategic planning, administration, and coordination of a multi-faceted Department; supporting student veterans, active duty service members, and Department of Education veteran-oriented grants. Implements and supports College operational directives and policies. Provides leadership and direction to ensure assigned area aligns with district vision, mission and goals. Directs and leads special projects and initiatives assigned by administrative supervisor.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Direct all aspects of activities of the Department; assigned programs or services including planning, implementing, administering, and evaluating projects and services having an impact throughout the College District and external community, state, and federal agencies and organizations.
2. Prioritizes and assigns work; conducts performance evaluations; ensures staff are trained; and, makes hiring, termination, and disciplinary recommendations.
3. Improves processes to ensure alignment with the College mission, values, goals, objectives, initiatives, and local, state, and Federal laws and regulations.
4. Administers functional contract proposals and committees; manages the selection and deployment of contracts.
5. Supervises the collection of technical data and preparation of a variety of complex reports, statements, and communications impacting employees, programs, grants, and service providers or vendors.
6. Responds to questions from other College departments, the Board of Governors, external institutions, and agencies regarding complex issues or policies.
7. Develops, administers, and monitors budgets and allocates resources following budget approval. Approves expenditures from grants, scholarships, and other community financial gifts.
8. Develops, plans, implements, and administers organizational goals and objectives.
9. Represents College leadership in veteran and active duty service member-related activities, events, boards, and/or meetings.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

- Knowledge of business management and fiscal practices
- Knowledge and application of various instructional methodologies
- Knowledge of principles and methods for promoting programs and services
- Skill in budget/resource management
- Skill in organization, coordination and management
- Skill in people leadership and supervision
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
- Skill in positive, productive and flexible customer service
- Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

## Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Military Science, Business Administration, Public Administration or a closely related field Master's degree in Counseling or a closely related field of study preferred.
  - Five (5) to eight (8) years of progressively responsible professional level experience related to military and veteran services required
  - Eight plus (8+) years of related experience preferred
  - Three (3+) years of supervisory experience required
  - Former military service or veterans relations experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours