

**MONONA COUNTY
JOB DESCRIPTION**

Position: Part-time VA Director

Reports to: Board of Supervisors

Department: Veteran's Affairs

Revision Date: 08/12/14

GENERAL SUMMARY

This position is under the general supervision of the Monona County Board of Supervisors. Responsible for managing the Veteran's Affairs Department following the guidelines of the Commission of Veteran's Affairs as identified in Chapter 35B of the Iowa Code

ESSENTIAL JOB DUTIES

This position is responsible for managing the Veteran's Affairs Department. This position is responsible for ascertaining eligibility for veteran's assistance, and following State (Iowa Department of Veterans Affairs) and Federal laws and guidelines regulating veteran's affairs and benefits ensuring that amounts of assistance rendered conform to those guidelines. You will serve as an advocate for veterans and surviving spouses seeking benefits. This position will be for a minimum of twenty (20) hours per week per Iowa Code 35B.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

Knowledge in basic business mathematics and general accounting and finance administration is required.

You must be an honorably discharged veteran as established under Chapter 35B of the Iowa Code and a copy of your DD214 will be required to be on file.

