

JOB VACANCY
Full-Time
Director of Veteran Affairs

(Veteran Affairs)

We are hereby listing the job of **Director of Veteran Affairs**

The qualifications for said job are attached hereto and made a part hereof.

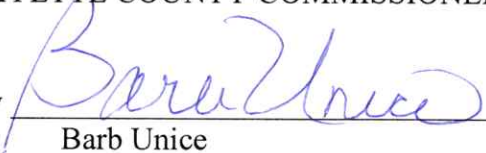
The hourly rate for said job is **Salary commensurate with experience.**

Any employee who wishes to apply for the said shall submit their application within ten (10) working days from the date of this notice, which will be **October 19, 2026**, to the Human Resource Department, Fayette County Courthouse, Uniontown, Pennsylvania.

“THE COUNTY OF FAYETTE IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN, OR HANDICAPPED STATUS.”

FAYETTE COUNTY COMMISSIONERS

By



Barb Unice
of Human Resources

October 8, 2026

Date

FAYETTE COUNTY

DIRECTOR, VETERAN AFFAIRS

Position Description

Exempt

OVERALL OBJECTIVE OF JOB

To provide advice, assistance and counseling to veterans and/or their families concerning veteran benefits and services; to act as advocate for veterans, assuring that all benefits and entitlements due them are in accordance with Federal, State and County laws and regulations.

ESSENTIAL FUNCTIONS OF JOB

1. Directs and manages daily operation of Veteran Affairs program; includes transportation as needed.
2. Supervises staff and handles related personnel matters, including performance evaluations.
3. Assists Veterans and their families with applications for federal, state and local benefits.
4. Prepares department budget and oversees expenditures.
5. Acts as liaison between the Board of Commissioners, veterans' organizations, and county departments coordinating veteran's benefits and services.
6. Reviews and approves applications for county burial and headstone allowances.
7. Annually bids out distributes sufficient quantities of Memorial Day flags and flag holders for veterans graves to appropriate veterans organizations and individuals for placement on veterans graves.
8. Maintains a County veterans grave registry database.
9. Conducts public speaking, education classes, and veteran's outreach as needed.
10. Serves on various committees throughout the state concerning VA affairs and represents the County on same.
11. Assists veterans and their families in completion of paperwork to retrieve records, information, awards, etc.
12. Interacts with federal, state and county agencies, veterans and their families and general public regarding matters pertaining to veteran affairs; maintains effective public relations.

OTHER DUTIES OF JOB

1. Attends meetings, in-services or training as required.
2. Conducts home visits for those veterans and surviving spouses not physically able to come to the office. This includes personal care homes, nursing homes and private residences.
3. Performs other job related duties as required.

July 27, 2015

Position Description

SUPERVISION RECEIVED

Receives little or no supervision and instruction from Supervisor in regard to daily work duties.

SUPERVISION GIVEN

Supervises a small staff including full-time, part-time and work-study students.

WORKING CONDITIONS

1. Works indoors in limited work-space, lighting, and with fluctuations in temperatures and ventilation.
2. Works indoors with average exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

PHYSICAL AND MENTAL CONDITIONS

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving, as necessary to carry out essential duties of job.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
3. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
4. Must be able to cope with the physical and mental stress of the position.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in human services, or related field; training in management and benefit administration. Some knowledge of veteran benefits preferred. Experience may substitute for degree.

B. WORK EXPERIENCE

2 years working experience in counseling services with some supervisory experience preferred. Or, any combination of equivalent experience or training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential function of job.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with veterans' families, County and federal agencies and others.
5. Must possess ability to maintain confidentiality in regard to veteran information and records.

DIRECTOR, VETERAN AFFAIRS
Position Description

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd.)

6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess some knowledge of federal, state programs and resources available to veterans and their dependents.
8. Must possess some knowledge and procedures of veteran benefits eligibility.
9. Must possess ability to evaluate qualifications and determine eligibility for appropriate benefits.
10. Must possess ability to interpret and analyze applicable laws, rules and regulations and to explain them to others in clear and logical manner.
11. Must possess ability to travel throughout the County for presentations or as needed to perform essential job duties.
12. Must possess knowledge of basic supervisory skills and ability to supervise/manage overall department efficiently and effectively.
13. Must be able to develop budget and oversee expenditures.
14. Must possess working knowledge of computer and computer databases and be able to maintain the database and necessary equipment.

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

July 27, 2015