



COOK COUNTY, ILLINOIS

Director of Veteran Affairs Opportunity in Chicago

Cook County's Office of the Chief Administrative Officer is seeking a Director of Veteran Affairs to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Functions as the Director of Veterans Affairs serving as the President's designee before veterans assistance groups and organizations. The Director of Veterans Affairs is responsible for formulating policies, programs and legislation on behalf of the President regarding veterans assistance and related matters. Responsible for maintaining working relationships with state and federal Veterans Assistance Programs, serving as a liaison to the Cook County Veterans Assistance Commission and various assistance commissions across the State to ensure that qualified veterans obtain assistance. Monitors veterans' legislation, at the local and federal levels.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov. The position description can be found on the right side of this page under the Download option.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennial Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

Post Offer testing:

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1557
Job Title: Director of Veteran Affairs
Salary Grade: 24
Bureau: Bureau of Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9517506
Shakman Exempt

Characteristics of the Position

General Overview

Functions as the Director of Veterans Affairs serving as the President's designee before veterans assistance groups and organizations. The Director of Veterans Affairs is responsible for formulating policies, programs and legislation on behalf of the President regarding veterans assistance and related matters. Responsible for maintaining working relationships with state and federal Veterans Assistance Programs, serving as a liaison to the Cook County Veterans Assistance Commission and various assistance commissions across the State to ensure that qualified veterans obtain assistance. Monitors veterans' legislation, at the local and federal levels.

Key Responsibilities and Duties

Formulates implements and interprets policy and procedures, as it relates to planning and drafting programs with state and federal Veterans Assistance Programs, as well as other governmental agencies.

Confers with state and local elected officials, in order to obtain their support in veterans' affairs.

Serves as the President's liaison to the Cook County Veterans Assistance Commission.

Determines the eligibility of veterans seeking assistance; reviews verification of their status prior to receiving assistance.

Assists veterans with job placements, as well as utility, transportation and burial assistance in their time of need.

Provides information to veterans and their families on agency programs and procedures; advises veterans of their rights regarding benefits.

Works with the President on various legislative initiatives effecting veterans.

Knowledge, Skills and Abilities

General Knowledge of Federal, State and Local Veterans Affairs and/or Organizations, as relates to assisting Veterans.

Ability to communicate effectively with tact and courtesy with the general public and in a professional manner either by telephone or in-person.

Knowledge of good office management principles; knowledge of good supervisory and training techniques.

Ability to act independently in making decisions and in meeting new problems in the absence of the Superintendent.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS previous work related experience demonstrating familiarity with and the ability to address and manage veterans' affairs. Status as a veteran in good standing, in one of the five branches of the United States Armed Services.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Graduation from a college or university with a Bachelor's Degree in business administration, public administration or other related field **PLUS** three to four years professional administrative experience of a responsible nature.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.