



Administrative and Veterans Program Manager ID: 253510186

NOBLE COUNTY - Caldwell, OH 43724

Posted: **2/15/2023** - Expires: **2/22/2023**

The **Noble County Veterans Service Commission** is seeking a full time **Administrative and Veterans Program Manager**.

Hours: M-F 8AM- 4PM, non-standard hours as required. Wage dependent on experience.

JOB SUMMARY PURPOSE Under the direction of and supervision of the Senior Veteran Service Officer, the Administrative and Veterans Program Manager shall:

Assist all eligible veterans and dependents apply for financial assistance and schedule transportation services with the Veteran Service Commission (VSC). Schedule appointments, maintain, keep records and complete all task necessary to comply with the VSC transportation program agreements. Coordinate purchase and payment for any fiscal expenditure necessary for the operation and programs of the VSC. Maintain detailed financial reports, budgets, records and inventory of supplies and equipment. Assist veterans and their dependents to resolve VA medical billing issues. Coordinate and maintain the burial marker replacement program until its completion. Coordinate and implement task and actions assigned as necessary for the operation of the Veteran Service Office.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school graduate or higher.
- Valid State of Ohio Driver's License.
- Must pass and maintain required background investigation.

PREFERRED SKILL/COMPENTENCIES

- Honorably Discharged Veteran.
- Previous employment in fiscal and administrative service (more than 3 years preferred).
- Education or training in fiscal and administrative service.
- Administrative experience relevant to project and case management.
- Excellent computer program comprehension, typing and data entry skills with advanced knowledge of Microsoft Excel, Word, Outlook, Teams, PowerPoint, etc.
- Ability to perform meticulous and accurate data entry and calculations.
- Able to work independently with minimal supervision demonstrating sound judgement and decision-making skills to ensure quality of work meets expected standards.
- Basic knowledge of veteran benefits & assistance and organizations that provide such programs.
- Ability to maintain confidentiality of sensitive and personal client information.
- Strong interviewing techniques, with the ability to collect data and establish facts.

- Ability to communicate effectively both verbally and in writing with professionals at all levels of government and organization structure.
- Neat appearance & professional demeanor while greeting the public and representing the VSC.

To apply: Complete the application obtained from the Noble County Veterans Service Office. To obtain email veterans@noblecountyohio.gov or call 740.732-5567. All applications must be completed and submitted by 4 PM, 2/22/2023. No late submissions will be accepted.