

# Tompkins County

## Director of Veterans Services

2019 SALARY RANGE: \$68,786 to \$74,693 per year  
New York State Retirement and an Excellent Benefits Package



### The Position

Tompkins County is seeking a Director of Veterans Services, who will be responsible for the planning, development, coordination, and implementation of services, programs, and activities for the County's Veterans Services Agency. The Director will assist, advise, and advocate for members of the Armed Forces, veterans, and their families concerning the rights, benefits, and services to which they are entitled under law. The role involves counseling, outreach, and other approaches to providing the highest level of services.

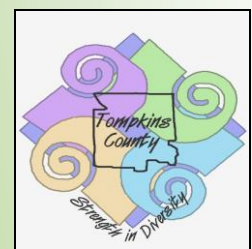
The Director is appointed by, and reports to the County Administrator, and works closely with the County Legislature, New York State and Federal Veterans agencies, local human service agencies, community and business partners, and other state and local government officials. The Director has wide latitude in the administration of the overall program, in conformance with local, state and federal laws, rules and regulations. This is a single incumbent department at this time.

Tompkins County fosters a culture of innovation where the diversity of our workforce is valued, and leadership, collaboration, and initiative are strongly encouraged.

### Our Commitment

Tompkins County values a diverse, respectful, productive, and fulfilling workplace and provides the Director of Veterans Services with a wide range of responsibilities intended to realize those values.

The Director of Veterans Services will serve as an integral member of the organization's departmental leadership team, responsible for developing and sustaining an inclusive culture that enables a diverse workforce to perform at the highest level.



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T O M P K I N S C O U N T Y

# Why Apply?



*Tompkins County* is one of the most beautiful and livable areas in the entire United States. The County, with a population of 105,500 (2016 est.), is located in the beautiful Finger Lakes Region of upstate New York. Tompkins County is situated at the southern tip of majestic Cayuga Lake in an area of dramatic gorges and waterfalls. The people of Tompkins County are welcoming, civically engaged and diverse.

## *Form of Government*

Tompkins County is governed under home rule, which provides for the separation of the Legislative and Executive Branches of government. The Tompkins County Charter was approved in 1968 and took effect in 1970. The County has a Legislature-Administrator form of government where a 14-member legislature elected from single member districts appoints a County Administrator who oversees and coordinates the operations of county government to successfully carry out the policies of the County Legislature. Legislators are elected to four-year terms. Other elected officials include the District Attorney, Sheriff, and County Clerk.

## The Community

The County offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, over 26,000 acres of State Forests and Wildlife Management Areas, and nearly 3,000 acres of State Parks. Ithaca, our county seat, with a population of 30,750 (2016 est.)



Ithaca has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities, and community festivals and events. Ithaca was named in the Top 100 Best Places to Live, by Livability.com (2018), #2 Best Small College Town by USA Today (2016), and Healthiest City in New York State by 24/7 Wall Street (2015). The County is the employment center for the region with a strong human services sector, a local medical center, and a robust public transit system. Tompkins County's economy is diverse and the three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College (TC3) – make education our top economic contributor. The Ithaca Tompkins Regional Airport greets over 200,000 passengers annually and generates over \$30 million for the local economy while serving as a major international gateway to Cornell, Ithaca College, TC3 and other major employers in the region.

## Dear Colleague –

Tompkins County is currently seeking a Director of Veterans Services. I invite you to review the position details to see whether you might be a good fit for our organization and this important leadership role. Tompkins County is an equal employment opportunity employer. All qualified persons who have experience serving a diverse clientele are encouraged to apply. If this opportunity is not of interest to you, please feel free to share it with other professionals.

Amy Guererrí, Commissioner of Human Resources

aguererri@tompkins-co.org  
607.274.5526

T O M P K I N S C O U N T Y

# Minimum Qualifications

*To qualify, the successful applicant must meet all requirements described below:*

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- (A) Graduation from a regionally accredited or New York State registered university with a Master's Degree AND at least two (2) years of full-time paid experience, or its part-time equivalent, which must have involved administering a human services program; counseling or social case work; financial, employment, or benefit claims processing; or significantly similar work\*; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree AND at least three (3) years of experience as described in (A) above; OR
- (C) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree AND at least five (5) years of experience as described in (A) above; OR
- (D) Graduation from high school; or possession of a recognized high school equivalency diploma; AND at least seven (7) years of experience as described in (A) above.

\* It is highly desired that the experience described above shall have directly involved the provision of services to veterans.

## **MILITARY REQUIREMENTS:**

New York State Executive Law, § 357 provides that any Director of a County Veterans Services Agency appointed after April 9, 1996 shall be a veteran as defined in New York State Statute.

- a. Must have served on active duty in the armed forces during a period of war, (as required by Article 17 of the New York State Executive Law, Chapter 43 of the Laws of 1996); AND
- b. Must have been honorably discharged or released under honorable circumstances. Candidates must produce a DD 214 substantiating that they meet these requirements at the time of application.

## **SPECIAL REQUIREMENTS:**

1. Must obtain accreditation by the U.S. Department of Veterans Affairs within one (1) year of appointment.
2. Must be a member in good standing of a major Veterans' Service Organization at the time of appointment, and must retain said membership in good standing during tenure of appointment.
3. Public Officers Law, § 3: This position is considered to be a public officer, and the incumbent must be a United States citizen and a resident of Tompkins County. Residency is waived for recruitment but is required by law to maintain employment.

## *The Ideal Candidate:*

The Director of Veterans Services will be someone who communicates well both verbally and in writing, is a good listener, and is able to interpret complex issues and translate information in a manner easy to understand. The ideal candidate will be a civic-minded advocate, capable of fostering and maintaining partnerships across agencies and organizations, to enhance the County's ability to meet community needs. A successful candidate will be self-motivated, and able to work in a fast-paced and demanding environment to produce results and positive outcomes. As a collaborative leader, they must be culturally competent, inclusive, and dedicated to serving a diverse population. They will demonstrate innovative problem solving, outstanding customer service, and performance excellence.

The ideal candidate has successfully led divisions, departments, local government organizations or other complex private/not-for-profit organizations with fairness, patience, humility, and a sense of humor. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives, as well as improve business and operational processes while embracing change.

## Apply Online

<https://www.tompkinscivilservice.org/civilservice/apply/4270>

Confirm that you meet the minimum qualifications. Create your profile to continue. Complete the application and upload a cover letter, CV or résumé, list of professional references, and any other supporting documentation you would like the County Administrator to consider.

Call 607-274-5520 for assistance with any problems.