



CITY OF FALL RIVER

JOB POSTING

The City of Fall River Veterans department has the following vacancy:

VETERANS BENEFITS AGENT

Date: April 8, 2024
Salary: Not to exceed \$72,236.54
Hours: Monday through Thursday 8:00 a.m. to 4:00 p.m., Friday 8:00 a.m. to 3:00 p.m.

Please submit your letter of interest and resume to Nick Macolini, Human Resources Director, One Government Center Fall River, MA 02722 or e-mail as a PDF to namacolini@fallriverma.gov.

Position will remain posted until filled.

General Statement of Duties

Under the provisions of Chapter 115 of the General Laws of the Commonwealth of Massachusetts pertaining to Veterans Benefits and Veterans Services, and under the executive direction of the Mayor as delegated to the City Administrator, to identify the special needs of veterans and their dependents and expedite their entitlements and to coordinate veterans programs related to Federal and State agencies; to perform related duties as required.

- Plans, organizes, directs and coordinates the activities of the Department of Veterans Affairs; confers with city officials in determining fiscal plans and policies in determining plans and policies to be observed in the conduct of veterans affairs operations, under the guidelines of prevailing statutes and regulations;
- Develops and presents to the City Administrator, the Department's annual operating and maintenance budget, including capital outlay budget;
- Maintains contact and works with the City Administrator and other appropriate officials in planning extensions to veterans affairs functions; administers departmental budget; reviews allocation of personnel and directs their assignments as indicated by budget or work priority consideration;
- Directs the departmental purchasing and contractual activities; advises supervisory personnel in departmental personnel activities including employee training and safety programs;
- May represent the Department at various professional association and other meetings, including those of the City Council and its sub-committees; directs the investigation and disposition of complaints relative to the operations of the Department; prepares cases and testifies regarding veterans appeals process including presentations before administrative law judges.
- Keeps the Mayor and City Administrator informed and advises them on appropriate veterans matters; when so designated, represents the City and/or the department at professional, public, municipal, or state meetings and/or conferences within area of expertise;

THE CITY OF FALL RIVER IS AN EQUAL OPPORTUNITY EMPLOYER

- Is responsible for the disbursement of Veterans Benefits payments; authorizes and reviews all payments of veterans benefits relevant to monetary aid, medical and burial disbursements; ensures that such payments are in conformity with directives promulgated by the Commonwealth of Massachusetts;
- Acts as Burial Agent and supervises the Veterans Graves Officer; insures burial procedures for destitute veterans and their dependents;
- Supervises the Veterans Services program:
- Performs other functions as assigned.
- Is responsible for the formulation of retraining and rehabilitation programs for clients:
- Counsels veterans and their dependents regarding their rights and obligations;

Minimum Qualifications

Administrator must have extensive knowledge of veterans affairs and services; must have extensive knowledge of statutes pertaining to veterans affairs and services within the Commonwealth of Massachusetts; ability to coordinate and supervise various veterans services activities; ability to plan, coordinate and direct short-range and long-range goals of such a department; proven ability to motivate supervisors and other employees toward positive action toward a unified effort, effecting maximum productivity while maintaining a high state of morale; ability to do research, compile records and reports, assist in the development of budget requests and make recommendations for the practical application of findings; ability to express self clearly and concisely orally in writing; ability to establish and maintain effective working relationships with employees. City officials and the general public; ability to take independent action and make judgment decisions in the absence of specific direction; sincere dedication to the goals of veterans programs including sensitivity to the social, medical, economic and psychological dimensions to veterans status and their families; a positive “can-do” attitude; a willingness and ability to assume responsibility. Candidate must be State Certified within 6 months of employment.

Experience and Training

Applicants should have a bachelor’s degree from an accredited college or university in a field relevant to such programs, a Liberal Arts Degree with some work in administration preferred. Veterans’ status required. The applicant should have a minimum of five years’ experience working in the field of veterans’ affairs.

The City Administrator and/or the Director of Human Resources reserves the right to consider other qualifications and abilities of applicants for this position, and to waive any requirements as long as such waiver is consistent with requirements of State Law pertaining to this position and is in the best interest of the City of Fall River.