



**Veterans Assistance Commission of Franklin
County**
901 Public Square
Benton, IL 62812
(618) 435-9836
Vacfc.org



Superintendent Job Description

Under the supervision of the Veterans Assistance Commission of Franklin County (VACFC) the Superintendent will support the VACFC in its purpose.

“The purpose of this commission is to promote the welfare of qualifying veterans of military service, and their families; to act as a central service office for all veteran organizations included as members of this commission, and to handle all government claims work referred to the commission by member organizations; and to have general oversight of the distribution of all relief and supplies that may be appropriated for the benefit of military veterans and their families; and to formulate such rules and regulations in the commission that will enable it to carry out the purposed above set forth” within the guidelines provided by the commission.

Responsibilities:

1. Hire and supervise the Assistant Superintendent and any other required staff to support the purpose of this commission. Superintendent is responsible for the training, maintaining of certifications, rewarding, disciplining, and termination of VACFC employees.
2. Manage the yearly budget, oversee all expenditures and ensure compliance to Franklin County voucher / payment policy and procedures.
3. Oversight of the VACFC’s transportation program (if enacted) to include:
 - a. VACFC transportation policies and procedures; a maintenance program for the vehicles; drivers recruitment and training program.
 - b. Grant oversight to include compliance with all transportation grant requirements
 - c. Possess and maintain a valid State Driver’s license and proof of insurance in order to operate VACFC vehicles.
 - d. Other duties and responsibilities as needed for the transportation program
4. Within 8 months of hire become a US Department of Veterans Affairs accredited veteran’s service officer.
5. Support veterans and their families with emergency financial assistance.
6. Contact the Executive Board of the VACFC in the event that a Veteran’s assistance is outside of the allowed financial aid.
7. Cooperatively work and collaborate with veterans and families in programs, services and resources available to them through local organizations and agencies, the Illinois Department of Veterans Affairs and the U.S. Department of Veterans Affairs.
8. Cooperatively work and collaborate with all federal and state veterans’ organizations in support of Franklin County veterans.
9. Develop and maintain a contact list of all federal, state and local agencies who can provide assistance to Franklin County veterans. Be prepared to assist veterans and/or their families with applying for various forms of assistance outside of the scope of the VACFC.
10. Cooperatively work and collaborate with the public and with all Franklin County Veterans Organizations in advancing the purpose of the VACFC.
11. Development of long range goals, plans, and strategies including long-term revenue, expenditure plans, and capital improvement programs in support of the VACFC purpose.



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12. Meet the requirements of the Illinois Open Meetings Act and ensure the commission operates within compliance.
13. Serve as a Freedom of Information Officer in accordance with State of Illinois Statute.
14. Liaison between the Franklin County Board and staff and the commission.
15. Advise the VACFC on necessary policy and procedures.
16. Recommend an annual budget to the VACFC for submission to Franklin County to ensure the purpose of the VACFC is supported financially.
17. Maintain program and service delivery reports to keep VACFC informed of the programs and services delivered and any unmet needs of the Franklin County veterans community.
18. Submit a monthly report to the VACFC of every Veteran or family member seen. This will include the date and time of appointment, the reason for the appointment, and the resolution of the issue.
19. Create and submit an annual report consolidating all of the monthly reports, which will be submitted to the Franklin County Board and the Illinois Governor.
20. Other duties as assigned or required.

General:

- Per the Veterans Military Assistance Act (330 ILCS 45/10):
Sec. 10. "The executive powers of the commission shall be vested in a superintendent elected by the commission from among those who served in the armed forces of the United States...", proof of honorable US military service is required.

Education requirements:

- Bachelor's Degree; or three to five years related experience; or equivalent combination of education and experience.
- Proficiency in Microsoft programs, especially Word, Excel, PowerPoint.
- Ability to work with specialized computer software and hardware.
- Strong verbal and written communication skills.

Background Requirements:

- Submit to FBI and/or State background check which may include fingerprinting
- Submit to random drug testing at any time it is requested.

Experience:

- Program development and management experience
- Local, State or National Veterans Organization Service Officer certification or experience helpful.

Other

- Some evening and weekend hours might be required but not on a regularly scheduled basis.
- Must work remotely on a bi-weekly basis at Veteran Service Organizations within Franklin County.
- This is a full time position
- This is an exempt position
- Must be (or become) an Illinois resident.
- Preference will be given to Franklin County residents