



Beaver County, Pennsylvania Job Description

Job Title: Assistant Director	Department: Veteran's Affairs
Reports to: Director	Effective Date: 2026
Classification: Exempt Non-Union 35 hour workweek	Revision Date:

Job Summary

The Assistant Director must be able to assist the Director of Veteran's Affairs in delivering quality services and advocacy for all Beaver County U.S. Veterans, Armed Forces members, their dependents, through federal/state/county benefits and resources. The Assistant Director will respond to the emergent needs of all Veterans, Armed Forces members, their dependents, and connect them to proper supportive services.

Essential Functions

This job description is not designed to cover a comprehensive list of duties or responsibilities that are required. Essential functions may change, or new ones may be assigned at any time with or without advanced notice that are a logical assignment to the position.

- Serve as a county official who provides a service for area veterans, their spouse, and dependent(s) which connects them to benefits and resources of the U.S. Department of Veterans Affairs.
- Ability to review government forms, military service records, and documents, for legitimacy, accuracy, and eligibility for veteran benefits.
- Ability to assist and advise veterans and family members with:
 - Service-connected compensation or pension benefits under VBA through power of attorney POA, represent Beaver County veterans, family members, in claims to U.S. Department of Veterans Affairs
 - Healthcare enrollment and benefits with VA Healthcare system.
 - State benefits and resources
 - County benefits and resources
- Must possess/develop a working knowledge of U.S. Department of Veteran's Affairs requirements concerning the processing of claims for all types of veteran benefits using federal administration network systems.
- Ability to network with public, non-profit, community agencies, elected and appointed officials both within and outside of Beaver County Government.
- Must develop/possess a working knowledge of other agencies benefits within Social Security, Veteran State loans, County Assessors, SSI Disability, CareerLink Job development, Vocational Rehabilitation, SBA small business loans, Veterans Franchising, and others.
- Networking and coordination with area veteran's transportation network.
- Networking and coordination with the VA Healthcare CBOC in Rochester, PA.
- Must assist the Director of Veterans Affairs with county benefits.
 - Cemetery Flags and markers, headstones and memorials
 - Cemetery Records
 - Burial and Memorial Gratuities
 - Reimbursement for Observances

- Must assist the Director of Veterans Affairs with supervision & delegation of responsibilities for the Veterans Affairs Administrative Assistants.
- All other duties as assigned.

Minimum Training, Education and Experience

High School Degree or equivalent required. Bachelor's degree in public administration, social work, or a related field preferred. Prior military service and/or 3 to 5 years of management experience preferred. Computer Skills are required and used daily. Must have excellent oral and written communication skills.

Licenses, Certifications, Hours Requirements

- Requires flexibility in hours. Most work will be conducted during business hours at the Beaver County Courthouse; however, some duties will be evening hours attending official events within Beaver County as a representative of the county, as required. Travel outside of Beaver County may be required, however very limited once per year.
- Must be able to obtain and maintain Accreditation/Training as a Veteran Service Officer (VSO) within a year of service.
- A valid driver's license and reliable transportation.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Responsibility: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight up to 10 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require verbal communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances

Beaver County, Pennsylvania is an Equal Opportunity Employer that provides equal employment opportunities to applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.

Employee

Date

Supervisor

Date