



Our Future Starts  
With *you!*

**POSITION:** Deputy Director of Veterans Services

**DEPARTMENT:** Veterans Service Bureau

**SALARY:** \$77,250

**LOCATION:** 420 Western Ave, Albany, NY 12203

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

**DESCRIPTION:**

The Deputy Director of Veterans Services assists the Director in the administration and coordination of programs that support Veterans in securing federal, state, and local benefits. The role ensures continuity of operations by executing policies, procedures, and initiatives established by the Director and by applicable legislation. The Deputy Director provides supervisory support to staff, oversees daily workflow, and helps ensure the effective delivery of services to Veterans, reducing financial impact on the county by maximizing benefit utilization. The Deputy Director will ensure all professional education is up to date for staff. Work is performed under the general direction of the Director, with latitude for independent judgment in carrying out assigned responsibilities. Supervision may be exercised over technical and clerical personnel. Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience as an accredited Veteran Service Officer.

**SPECIAL REQUIREMENTS:**

- Must possess and have continuously maintained active accreditation as a Veteran Services Officer for a minimum of one (1) year prior to appointment, and throughout employment;
- To be eligible for appointment, a candidate must be a veteran as defined by New York State Executive Law and have served during a time of war as defined by Section 85 of New York State Civil Service Law.

**Please submit your resume, DD-214, and proof of Veterans Service Officer accreditation with your application.**

**POINT OF CONTACT FOR INQUIRIES:**

Scott.leslie@albanycountyny.gov

