



STATE OF ALABAMA  
BOARD OF VETERANS AFFAIRS

P.O. BOX 1509  
MONTGOMERY, ALABAMA 36102-1509  
TELEPHONE (334) 242-5077  
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**Job Title:** State Service Commissioner

**Agency Name:** State Board Veterans Affairs

**Applications accepted through:** November 30, 2018

**Job Description:**

The State of Alabama Board of Veterans Affairs (Board) is the governing body for the Alabama Department of Veterans Affairs (Department). The Board has a duty to appoint a State Service Commissioner (Commissioner), for 4-year terms, to perform the administrative and executive duties of the Department subject to the authority of the Board. The Commissioner is appointed on the basis of education, ability, and experience handling veterans affairs without regard to political affiliations.

The Commissioner is responsible for the hands-on operation and mission execution of the Department within the guidelines established by the Board and in compliance with the appropriate laws, regulations, and policies. This includes management of the Department's 120 employees providing assistance in obtaining veteran benefits to veterans and their families in all 67 Alabama counties, administering education benefits for dependents of disabled veterans, overseeing the operation of four state veterans homes, and operating the state veterans cemetery. This is a fulltime, exempt position in service to Alabama veterans working from ADVA Headquarters in Montgomery, Alabama.

The Commissioner is the public voice of the Department and Alabama veterans. The Commissioner represents Alabama and Alabama veterans before the United States Department of Veterans Affairs and any other agency dealing with the interests of veterans. This includes working with the Legislature to achieve the best outcome for veterans. The Commissioner attends numerous functions often as a speaker on veteran and Department issues. The Commissioner also participates in various committees, boards, commissions, etc. which work, at least in part, toward improving the lives of veterans and their families.

**Responsibilities:**

- Perform functions as the administrative and executive officer of the Department
- Assist in the development and implementation of statutes, regulations, and policies as the Board may direct and facilitate their approval and adoption
- Maintain proper organizational and financial management of the agency; prepare and

submit budgets annually; comply with state regulations; and assume overall compliance regarding facilities management, communications, appropriate human resource policies, procurement, security, and data processing

- Provide support to constituents and respond to inquiries; develop and implement communications strategies to include a periodic newsletter, electronic website, and annual report; and respond to and interact with professional organizations
- Prepare contracts and submit for bid and/or contract review in accordance with the regulations of the State of Alabama
- Provide an interface between the Board and the Office of the Governor, the Alabama Legislature and other agencies of state government; represent the Board before committees of the Legislature
- Represent Alabama and Alabama veterans before the United States Department of Veterans Affairs and any other agency dealing with the interests of veterans
- Represent the Board and the Department at various functions
- Support and respond to the Board in the scheduling and conducting of regular public meetings, committee meetings, and other functions the Board may direct; propose agendas; draft documentation of Board actions and decisions; respond to requirements and directives of the Board; and ensure compliance with open meetings and open records requirements
- Attendance at all Board meetings and other related meetings and conferences requested and approved by the Board unless excused by the Board
- Shall biennially visit each County ADVA office to offer any support and guidance as needed
- Must submit to a biannual job performance review by the Board
- Such other duties as the Board may determine or are otherwise required by law

#### **Minimum Qualifications:**

- Alabama resident prior to employment
- Wartime veteran with at least 60 days of continuous active federal service who was honorably discharged
- A bachelor's degree from an accredited college or university
- Ten years experience with management, administrative, and supervisory responsibilities in a related field
- Excellent written and oral communication skills
- Must have the ability to interact with all personality types and maintain a professional demeanor at all times

#### **Desired Qualifications:**

- Significant management experience in the military and/or private sector
- Successful leadership at a senior level position
- Void of any conflicts of interest
- Post-graduate education

- Ability to project a strong vision for the future
- Ability to create and maintain veteran organization relationships
- Demonstrated leadership ability, sound judgment, integrity, and a professional demeanor

**Oversight and Supervision:**

The Commissioner reports to the Board but should be able to work independently with general guidance from the Board. The Commissioner may seek direction from the officers and members of the Board but is expected to be a self-starter, demonstrating initiative, energy, creativity, sound judgment, attention to detail, and independent thought.

The deadline for applications is **November 30, 2018**. For questions or additional information on this position, please contact Ken Rollins, Search Committee Chair, at [Kroll1234@aol.com](mailto:Kroll1234@aol.com).

**To Apply:** Send a Cover Letter, Resume, References, and proof of your military service including character of discharge such as a copy of your Member 4 DD 214 (social security number redacted) to the State Board of Veterans Affairs. You may submit your application materials via email to [Wendi.Findley@va.alabama.gov](mailto:Wendi.Findley@va.alabama.gov) or by mail to:

**State Board of Veterans Affairs  
PO Box 1509  
Montgomery, Alabama 36102**

**Salary:** Commensurate with experience.

The State Board of Veterans Affairs is an Equal Employment Opportunity employer.