

VETERANS HOME ADMINISTRATOR

Nature of Work: Under general supervision, responsible for the overall operation of a State Veterans' Home. Coordinates the work of subordinate personnel assigned staff duties related to planning, coordinating, directing, and supervising Veterans' Home operations. Oversees budget and accounting; procurement; personnel management; maintenance of buildings and grounds; as well as supplies, laundry, dietary, housekeeping and printing services. Interprets and applies the general policies of the Department of Veterans' Affairs to the daily operation of the Home. Performs related work as required.

Examples of Work

- Coordinates the business management of the State Home with designated staff members.
- Assists in preparation of the State Home annual budget documents and necessary supporting fiscal statements.
- Implements policies and procedures as directed and represents the Director as a spokesperson for the facility.
- Serves on designated committees engaged in planning activities affecting both long-term and short-term goals of the facility.
- Upon prior approval of the Director may establish and/or modify procedures regarding the daily operation of the Home.
- Reviews and insures that state and federal health and safety standards are observed at the Home.
- Negotiates various service contracts associated with appropriate services provided by the facility.
- Compiles and analyzes data/information to determine status of State Home residents (veterans) and certifies on a daily basis the resident population for federal per diem reimbursement.
- Periodically reviews facility operations with the Director and makes recommendations related to improvement of the various functions.
- Coordinates as necessary the personnel function with the personnel officer.
- Writes reports, conducts surveys/investigations and compiles data/information concerning the activities of the facility.

VETERANS HOME ADMINISTRATOR (CONT'D)**Knowledge, Skills, and Abilities**

- Knowledge of federal and state laws governing the administration of a State Veterans' Home.
- Knowledge of the rules, regulations, policies and procedures of the agency.
- Knowledge of the principles and procedures of management of a public business or health care facility.
- Knowledge of requirements necessary in the preparation of budget documents and personnel actions.
- Ability to formulate and initiate those plans and procedures pertaining to the operation of the Home.
- Ability and skill appropriate to communicate with civic, professional and private groups in public relation activities and to represent the facility in community activities.
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications

- Training:** Graduation from an accredited four-year college or university.
- Substitution:** Experience as described below may substitute for the required training on a year-for-year basis.
- Experience:** Six years of full-time or equivalent part-time paid professional experience in either health care administration, public administration, business administration or active military service, at least four years of which must have been in a supervisory or managerial capacity.
- Special Requirement:** Honorable discharge from one of the armed forces.

Established: 8/19/93
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