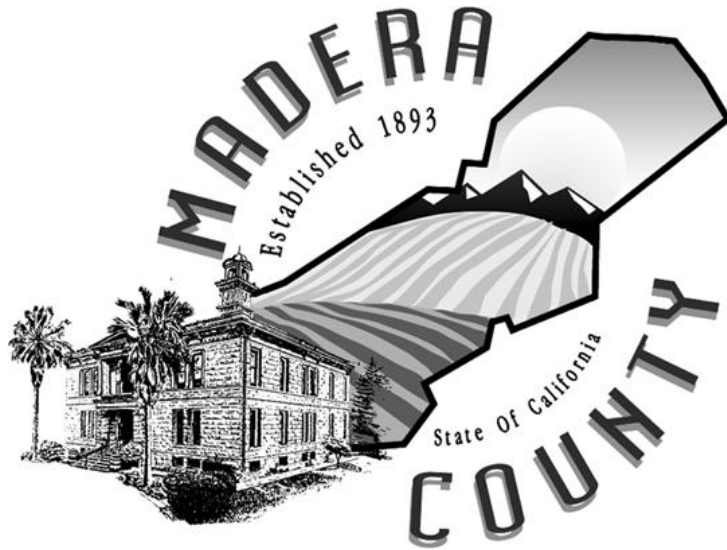


MADERA COUNTY



invites applications for

VETERANS' SERVICE OFFICER/PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

Salary:
Up to \$71,618/Annually
Negotiable



COMMUNITY

Madera County is the geographic center of the State of California. The County land area is 2,100 square miles, which encompasses the rich San Joaquin Valley, the Sierra Nevada, and the southern portion of Yosemite National Park. The county has a population of 152,000 with an unincorporated population of 75,500. Madera County has been named one of the fastest growing counties in California. Madera County enjoys housing one Community College campus with two more campuses in nearby communities. Additionally, Madera County is just a short drive from California State University, Fresno and University of California at Merced. The county is located only 1-2 hours from a variety of recreational opportunities including skiing, fishing, picnicking, recreation streams and lakes, 3 national parks, and the Pacific Ocean.

COUNTY GOVERNMENT

The County government consists of five County Supervisors and one County Administrative Officer, with the city of Madera being the County seat. Madera County employs approximately 1,400 employees in its 32 departments.

VETERANS' SERVICE OFFICER/PG/PA

The Veterans' Service Officer/Public Guardian/Public Administrator plans, directs, manages and oversees a program of Veterans' benefits as provided by Federal, State and local agency monies and regulations. The incumbent serves as the appointed guardian or conservator in administering the affairs and property and caring for incompetent persons, and performs the duties of Public Administrator.

QUALIFICATIONS

The ideal candidate will possess seven (7) years of progressively responsible professional experience in administering and/or providing veterans services and assistance, and participating in the functions of a public guardian and public administrator's office, including three (3) years of management and supervisory experience; equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, public administration, business administration, or a related field; proof of previous military service as outlined in the State of California's Military and Veterans Code; accreditation from the U.S. Department of Veterans Affairs; and possession of, or ability to obtain, by date of appointment, a valid Driver's License issued by the California Department of Motor Vehicles.

EXAMPLES OF DUTIES

- Plans, directs, manages and oversees the functions and operations of the County's Veterans' Service/Public Guardian/Public Administrator Department.
- Selects, directs, supervises, trains and evaluates assigned staff.
- Develops and administers assigned budgets, prepares budget requests and controls expenditures.
- Assists veterans, their widows, and dependents with the preparation and filing of claims for veterans' benefits.
- Maintains current knowledge of changes in laws and regulations affecting veterans' benefits.
- Reviews and evaluates requests for public guardianship or conservatorship.
- Represents conservatees in estate matters, business negotiations and matters related to their health and welfare.
- Supervises the administration of estates as directed by the Courts.





RECRUITMENT PROCESS

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications may be scheduled for those candidates who best meet the necessary qualifications. The Board of Supervisors may limit the number of qualified applicants eligible to participate in the examination process.

APPLICATION

For an official Madera County application, please view our website at: www.madera-county.com/humanresources/recruitments or contact the Department of Human Resources at (559) 675-7705, or TDD (559) 675-8970.

OFFICIAL APPLICATIONS MUST BE RECEIVED AT THE DEPARTMENT OF HUMAN RESOURCES BY 5:00 P.M. ON NOVEMBER 23, 2009. (A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application.)

Submit a completed application to:

Department of Human Resources
County of Madera
200 W. 4th Street, 4th Floor
Madera, CA 93637

Note: Postmarks are not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the interview.

Equal Opportunity Employer

COMPENSATION AND BENEFITS

The salary for Veterans' Service Officer/PG/PA is up to \$71,618 annually. Madera County offers a benefits package that includes the following:

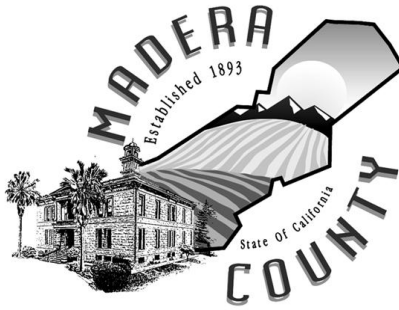
- **Defined Benefit Retirement Plan:** Membership in the California Public Employees' Retirement System (CalPERS), with the 8% Employee contribution paid for by Madera County – 2.7% @ 55 Benefit formula.
- **Health/Dental/Vision Coverage:** Employees participate in the CalPERS Health Benefit Program.
The County offers 100% employer-paid health/dental/vision insurance coverage for the employee for certain health plans, and 50% of two-party or dependent coverage.
- **Deferred Compensation Plan:** Employees have the option to voluntarily participate in the County's 457 tax-qualified program.
- **Life Insurance:** \$50,000 County-paid life insurance policy.
- **Disability Coverage:** County-paid Long Term Disability coverage.
- **Holidays:** 13 paid holidays per year.
- **Sick Leave:** 1 sick leave day per month, accruing without limit.
- **Vacation:** 2 weeks paid vacation after 1 year of service, accrual increasing thereafter with years of service (45 days maximum accrual).
- **Management Leave:** 40 hours of management leave per fiscal year.

SPECIAL NOTE

The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Madera reserves the right to make necessary modifications to the recruitment plan. Questions regarding this recruitment should be directed to the Madera County Department of Human Resources.

For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705, or by visiting www.madera-county.com.





COUNTY OF MADERA
DEPARTMENT OF HUMAN RESOURCES
200 W. 4th STREET, 4TH FLOOR
MADERA, CALIFORNIA 93637
(559) 675-7705
TDD (559) 675-8970
www.madera-county.com

Veterans' Service Officer/Public Guardian/Public Administrator
October 28, 2009
(09-033)