

Public Notice

Notice hereby given that the County of Webb is currently accepting responses to Request for Qualifications for a **Veteran Services Officer**. The successful candidate will be responsible for the following:

Performs highly veterans assistance work by ensuring veterans and dependents are aware of and receive benefits and entitlements available to them. Work involves providing information on federal and state veteran benefits and assisting in preparing and submitting benefits applications for county veterans, families and survivors. Will meet with individual veterans to ascertain needs, potential eligibilities and direct them in the process needed to obtain benefits. This position is responsible for advocating for the veterans of Webb County with agencies and administrative agencies including the Veterans Administration and the Texas Veterans Commission; promoting the services of the Veteran Services Office and other civic organizations to the veterans of Webb County; and participating in the planning of programs, policies or objectives for department.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. **The salary is commensurate with experience.**

Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 and 1:00 p.m.–5:00 p.m. or a package may also be obtained On-line: www.webbcountytx.gov

Responses to the Request for Qualifications must be received no later than **Thursday, April 4th, at 2:00 p.m.**, at which time all Responses to the Request for Qualifications will be opened and read to the public. No late Responses will be considered.

Questions regarding the Request for Qualifications should be addressed to Ms. Cynthia Mares, Administrative Services Director, (956) 523-4143 or Dr. Cecilia May Moreno, Webb County Purchasing Agent at (956) 523-4125.

The County of Webb reserves the right to reject any and all responses or to select the response that is in the best interest of Webb County.

Dr. Cecilia May Moreno, Purchasing Agent

Advertising Dates: Sunday, March 17th, Wednesday, March 20th, Sunday, March 24th, and Wednesday, March 27th, 2013.

STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:

- A. Statement of Qualifications Packet should contain / address the following:
- 1). Table of Contents:
Must clearly identify information material by section and page number.
At a minimum, include:
 - a) Title Page: Name of applicant, address, telephone number, email address and date
 - b) Webb County Job Application
 - c) Resume
 - d) Letter of Transmittal: State your understanding of the responsibilities, operation and overall management of the Veteran Services Officer position.
 - e) Planned Approach: State your goals and objectives as it relates to the responsibilities and administration of the Veteran Services Officer.
 - f) Scope of Service: Describe your Qualifications in relation to the responsibilities and administration of the Veteran Services Officer, and include any special conditions, limitations or circumstances applicable or required.

Note:

The offer of employment is contingent upon satisfactory completion of Pre-employment Drug and Alcohol testing; motor vehicle background check; reference check; background check. . Please fill out the “Authorization to Release Information” form and include in your packet.

Statement of Qualifications packet must be submitted to the **Webb County Clerk** with an original and 8 copies in a sealed envelope marked with RFQ number “Q-2013-04” and description of service “Veteran Services Officer” on front lower left hand corner of envelope.

“RFQ-2013-04” “Veteran Services Officer”

Completed packages are due by 2:00 p.m. on Thursday, April 4th, at the following location:

**Honorable Margie Ramirez Ibarra
Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78042**

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the Position, or as otherwise determined by the Commissioners Court. Completed packages not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

**WEBB COUNTY
REQUEST FOR QUALIFICATIONS
JOB DESCRIPTION**

TITLE: Veteran Services Officer
DEPARTMENT: Veteran Services
SLOT NUMBER: 0033
REVISION DATE: March 4, 2013

JOB SUMMARY:

Performs highly veterans assistance work by ensuring veterans and dependents are aware of and receive benefits and entitlements available to them. Work involves providing information on federal and state veterans benefits and assisting in preparing and submitting benefits applications for county veterans, families and survivors. Will meet with individual veterans to ascertain needs, potential eligibilities and direct them in the process needed to obtain benefits. This position is responsible for advocating for the veterans of Webb County with agencies and administrative agencies including the Veterans Administration and the Texas Veterans Commission; promoting the services of the Veterans Services Office and other civic organizations to the veterans of Webb County; and participating in the planning of programs, policies or objectives for department.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and oversees the operations of the Veteran Services Office; monitors and manages departmental budget; prepares annual departmental budget request; and performs supervisory functions as needed.
- Acts as liaison for all Webb County Veterans to ensure veterans, family members and survivors are aware of federal and state benefits they are eligible for through the Veterans Administration and the Texas Veterans Commission; assists in preparing and filing applications for federal and state veterans benefits; enters veteran information into applicable administrative databases; conducts reviews of benefits and helps in finding other federal, state, county and local support agencies and offices that provide additional services or assistance.
- Advocates for the veterans of Webb County and their family members and survivors in the resolution of various claim problems and grievances by contacting federal and state veteran agencies, including the Veterans Administration and the Texas Veterans Commission to resolve problems.
- Plans, coordinates, conducts and promotes veterans benefits outreach programs with the U.S. Department of Veterans Affairs, Texas Veterans Commission and other veterans organizations, etc. include making all logistical arrangements, inviting contributors and developing an advertising plan; may conduct large scale public meetings to promote veterans benefits programs.
- Maintains current knowledge of and ensures compliance with all updated federal, and state veterans benefits programs, policies and procedures; attends trainings conducted by the Texas Veterans Commission and other veterans support agencies, including local veterans support organization meetings; remains up-to-date on local veterans events and issues impacting the local veteran community.
- Travels to permanent or temporary locations throughout Webb County to provide veteran services; may include travel to evening and weekend meetings and

trainings.

- Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding the Veterans Services Program.
- Oversees and maintains all necessary records and documentation related to Veteran Services affairs in accordance with existing records retention laws; orders and maintains all materials and supplies necessary for the essential functions of the Veterans Services program.
- Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public.
- Maintains confidentiality and security of all Veteran Services information and systems.
- Performs other job related duties as directed by Commissioners Court.

QUALIFICATION STANDARDS:

- Must have a High School Diploma or GED from accredited institution.
- Must have an Associate Degree or 2-5 years administrative or supervisory government work experience.
- Must have 4 years of military service with any branch of the Armed Services with an Honorable discharge; or be a widowed Gold Star Mother or un-remarried widow of a serviceman or veteran whose death resulted from service; or the spouse of a disabled veteran who has a total disability rating based either on having a service-connected disability with a disability rating of 100 percent or an individual un-employability.
- Must meet the Statutory Certification of County Service Management Officer as required by the Texas Veteran's Commissioner.

SKILLS AND ABILITIES:

- Ability to communicate in English and Spanish.
- Must have knowledge of applicable laws related to the Veteran Services program.
- Must have knowledge of resources available to Veterans and their dependents that need assistance.
- Must have knowledge of proper management and organizational techniques.
- Must have knowledge principles and practices of accounting, budget administration, and auditing.
- Must have Professional Customer Service skills.
- Must have knowledge of Webb County policies and procedures.
- Must have knowledge of standard office equipment including personal computer and software programs.
- Must perform multiple tasks simultaneously in a timely manner;
- Must be able to effectively speak to small audiences to convey information.
- Must be able to conduct business with the public in a professional and courteous manner.
- Must be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills.
- Must be able to handle exposure to potentially hostile individuals.
- Maintain confidentiality of information encountered in work activities at all times.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 25 lbs.
- Must be able to work outdoors as needed.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *not* covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Supervised directly by Commissioner's Court.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date

WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.



ADMINISTRATIVE SERVICES DEPARTMENT
Human Resources Office
1110 Washington St. Suite 204
Laredo, Texas 78040
(956) 523-4198
Fax (956) 523-5053

AUTHORIZATION TO RELEASE INFORMATION

I _____ authorize the Webb County Human Resources Department to conduct a Criminal Background Check, and a Motor Vehicle Report (MVR) on me for possible employment with Webb County.

I, hereby release the County of Webb from any liability which could result from furnishing the information requested above or from any subsequent use of such information.

Date of Birth _____
Drive License
Number _____ State _____
Social Security
Number _____
Signature _____
Date _____

Application For Employment

COUNTY OF WEBB

NAME: _____

POSITION: _____

DATE _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full-Time Part-Time Shift Work Temporary

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony within the last 7 years? Yes No

Conviction will no necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

		Production/Mobile Machinery (list):	Other (list):
_____ CRT	_____ Fax	_____	_____
_____ PC	_____ Lotus 1-2-3	_____	_____
_____ Calculator	_____ PBX System	_____	_____
_____ Typewriter	_____ WordPerfect	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering Your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

_____ YES _____ NO

References

1.		()	
	(Name)		Phone #
	(Address)	(Title)	
2.		()	
	(Name)		Phone #
	(Address)	(Title)	
3.		()	
	(Name)		Phone #
	(Address)	(Title)	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER

DATE

Employed Yes No Date of Employment _____

Hourly Rate/

Job Title _____ Salary _____ Department _____

By _____

NAME AND TITLE

DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NOTES: