

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Veterans Transportation Assistance Program Grant Director (Grant)**

**DEPARTMENT: Veterans Service Office**

**REVISION DATE: 03/01/2022**

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**JOB SUMMARY:**

Veterans Transportation Assistance Program (VTAP) Director reports directly to the Webb County Veterans Service Officer, and is in constant communication with Texas Veterans Commission (TVC). Position requires the VTAP Director be knowledgeable with TVC Request for Applications Grant, Fund for Veterans Assistance and Webb County policy and procedures. VTAP Director is required to implement and administer of the Webb County Veterans Transportation Assistance Program, with the coordination of the transportation of veterans, dependents, and surviving spouses, as well as the administrative paperwork required. Perform all other duties assigned by the Webb County Veterans Service Officer.

**CHARACTERISTIC/DUTIES AND RESPONSIBILITIES:**

- Manage the Texas Veterans Commission grant for the transportation of qualifying veterans (and/or their dependents/survivors) to the designated service locations on a daily basis.
- Maintain all documents of veterans, dependents, and surviving spouses that use the Veterans Transportation Assistance Program in validating/auditing that the documentation is true.
- Oversee the TVC grant ensuring compliance with the TVC Fund for Veterans Assistance.
- Knowledgeable in creating, modifying, and negotiate TVC Request for Applications.
- Serves as the liaison to veterans' service organizations in collaborating to identify and address the needs of Veterans and Military families in Webb County.
- Keep daily records/logs of travel mileage and gas consumption.
- Assist staff members with the scheduling of these daily transportation services and maintaining the required ridership logs/sheets.
- Scheduling of clientele that utilize the Veteran Transportation Assistance Program while tracking the time and distance to alleviate conflicting pick-up times
- Inform veterans, widows and dependents on benefits.
- Attend benefit fairs to inform veterans of benefits they are entitled to.
- Call and/or write to the Department of Veterans Administration, the State of Texas, the County of Webb, and the City of Laredo offices and officials, along with Veterans Organizations to give out information or to obtain information about veterans and their VA benefits.

- Relay information to veterans, widows and dependents.
- Maintain good standing and compliance with state and county policies and regulations.
- Network with other veteran's and non-veteran's organizations in assisting veteran.
- Perform all other duties as assigned by the Webb County Veterans Service Officer.

**QUALIFICATION STANDARDS:**

- Must have a high school diploma or equivalent (GED)
- Must have a valid and current Texas Driver's license
- At least five-year experience in a leadership role
- Must be a U.S. Military Veteran
- Must have served in the armed forces for more than 180 consecutive days
- Honorable discharge from the armed forces required
- 60hrs. from a higher educational institute
- Leadership role

**SKILLS AND ABILITIES:**

- Must have ability to manage time effectively and efficiently. Good inter personal skills.
- Must have knowledge of general office practices and procedures.
- Must have computer knowledge
- Must be knowledgeable with Microsoft office programs.
- Knowledge of local Veterans service areas, preferred.
- Must be able to work independently in the absence of the Veterans Service Officer.
- Able to work flexible schedule (weekends included) and follow standard program procedures.
- Ability to work with other department personnel.
- Must have the ability to deal effectively and courteously with the Public.
- Required to have both written and verbal communication skills.
- Must be able to communicate in English and Spanish.
- Required to maintain all local, state and federal qualifications for this position
- Must be able to work irregular hours whenever necessary.

**PHYSICAL REQUIREMENTS:**

- Required to do some heavy lifting of items up to 50 lbs.
- Excellent organizational and time management skills

**OTHER REQUIRMENTS/INFORMATION:**

- 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 is not covered under Civil Service; however, all other Webb County Policies apply. Full time grant-funded job position.

**SUPERVISORY:**

- Supervised directly by the Webb County Veterans Service Officer.

**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.**

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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