



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County, Illinois

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Notice of Job Vacancy

DATE: February 17, 2026

POSITION: *Superintendent*

DEPARTMENT: Veteran's Assistance Commission

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: Responsible for the overall administration, management, and lawful operation of the Commission in accordance with the Military Veterans Assistance Act (330 ILCS 45) and other applicable laws governing Illinois public bodies.

DESIRED REQUIREMENTS: Requires a Bachelor's degree and prior experience in veterans' services, public administration, or human services, including supervisory experience; or an equivalent combination of education and relevant experience. May be required to successfully pass a background check. Must be a veteran with an honorable discharge from the armed forces of the United States.

STARTING SALARY: \$ 69,000

APPLICATION PERIODS: February 17 - 23, 2026 (Internal)
February 24, 2026 until position is filled (External)

METHOD OF APPLICATION: Send application and resume to or apply in person to:

Human Resources
Vermilion County Board Office
210 N. Vermilion Street, 2nd Floor
Danville, IL 61832
Email: njboose@vercounty.org

Applications available on-line at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

Position Title: Superintendent

Department: Veterans Assistance Commission of Vermilion County (VACVC)

Reports To: Veterans Assistance Commission Board

Work Location: VACVC Office – Vermilion County, Illinois

Salary: \$69,000

Position Summary

The Superintendent serves as the chief administrative and executive officer of the Veterans Assistance Commission of Vermilion County (VACVC). The Superintendent is responsible for the overall administration, management, and lawful operation of the Commission in accordance with the Military Veterans Assistance Act (330 ILCS 45) and other applicable laws governing Illinois public bodies.

The Superintendent exercises statutory authority over eligibility determinations, approval of assistance, supervision of staff, financial oversight, and implementation of Commission policies, while ensuring transparency, accountability, and effective delivery of services to veterans and their eligible family members.

Essential Duties and Responsibilities

A. Executive Administration and Leadership

- Serve as the chief executive officer of the Commission and direct daily operations
- Implement policies and directives adopted by the Commission Board
- Ensure all operations comply with the Military Veterans Assistance Act and other applicable laws
- Provide leadership and direction to Commission staff

B. Veteran Services Oversight

- Oversee intake, assessment, and processing of veteran assistance requests
- Make or supervise **eligibility determinations** for financial assistance and services
- Approve or deny assistance, benefits, and claims in accordance with statute and Commission policy
- Ensure timely and accurate processing of veterans' applications and claims

C. Financial Management and Statutory Compliance

- Approve itemized claims and expenditures as required by 330 ILCS 45
- Oversee Commission finances, budgeting, and expenditures within appropriated limits
- Ensure maintenance of accurate financial records and supporting documentation
- Prepare or assist with budget development and financial reporting to the Commission and County Board
- Support annual audits and ensure compliance with audit findings

D. Board and Commission Support

- Serve as the primary liaison between staff and the Commission Board
- Prepare and present reports, recommendations, and updates to the Commission
- Ensure all required reports and approvals are presented to the Commission in accordance with law

E. FOIA, Records, and Transparency

- Serve as the Commission's FOIA Officer, unless otherwise designated
- Ensure compliance with the Illinois Freedom of Information Act and records retention requirements
- Oversee responses to FOIA requests and review materials prepared by staff
- Ensure protection of confidential and exempt information

F. Personnel Management

- Supervise, train, evaluate, and discipline Commission employees as authorized
- Establish work assignments and ensure appropriate separation of duties
- Ensure staff compliance with Commission policies and applicable law

G. Outreach, Advocacy, and Intergovernmental Relations

- Represent the Commission in interactions with veterans' organizations, community agencies, and governmental entities
- Promote awareness of VACVC services through outreach and advocacy efforts
- Coordinate services and partnerships to enhance support for veterans and their families

Knowledge, Skills, and Abilities

- Thorough knowledge of the Military Veterans Assistance Act (330 ILCS 45)
- Knowledge of veterans' benefits, programs, and eligibility requirements
- Knowledge of public-sector financial management and internal controls
- Strong leadership, organizational, and decision-making skills
- Ability to communicate effectively with boards, staff, veterans, and the public
- Ability to interpret and apply statutes, regulations, and policies

Minimum Qualifications

- Bachelor's degree preferred (or equivalent combination of education and experience)
- Must be a veteran with an honorable discharge with the armed forces of the United States
- Experience in veterans' services, public administration, or human services strongly preferred
- Supervisory or management experience required
- Knowledge of VA benefits systems desirable
- Ability to pass background checks as required