

LIBERTY COUNTY VETERAN'S SERVICES DIRECTOR

LIBERTY COUNTY JOB CLASSIFICATION

TITLE: VETERAN'S SERVICES DIRECTOR

LOCATION: LIBERTY COUNTY, TEXAS

POSTING DATE: 11/12/2025

CLOSING DATE: Until filled. Applications will be considered two weeks after initial posting.

CONTACT PERSON: Mary Barrier, Human Resources

ADDRESS: 1901 Cos St., Liberty, Texas 77575

SALARY RANGE: Up to \$70,499.36, plus benefits

GENERAL DESCRIPTION:

LIBERTY COUNTY is seeking full-time VETERAN'S SERVICES DIRECTOR to serve as the department head, with primary duties to include management, leadership and oversight of all department operations. Appointed by the Liberty County Commissioners Court, the Veteran's Services Director shall comply will all necessary certifications as required by law to perform the functions and duties of the office. Non-compliance with maintaining the necessary certifications could result in disciplinary measures, potentially leading to termination.

GENERAL EXPECTATIONS:

The VETERAN'S SERVICES DIRECTOR is expected to maintain high standards of excellence when representing the Liberty County Veteran's Service Office in any county-related activity. No person shall act or behave, privately or in an official capacity, in such a manner as to bring discredit upon themselves or their department. All personnel shall obey all federal, state and local laws.

The Director of Veteran's Services will be expected to operate and run the department from either an office or field setting. Auto allowance will be provided.

ESSENTIAL DUTIES

- Manage overall function and activities of the department.
- Counsel and advise veterans and their dependents on benefits they are entitled to and assist them in filing claims.
- Serve as a liaison to other veteran's services organizations and other agencies.
- Inform veterans and their dependents of their rights and the benefits to which they are entitled, answer questions and provide guidance.
- Connect veterans with resources available, including employment, mental health and other support services.
- Maintain records, apply for federal grants, and stay updated on changes in the laws and regulations governing veteran's services.
- Provide reports to Commissioners Court.

**This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.*

MINIMUM QUALIFICATIONS

- At the date of hire, possess a valid driver's license, State of Texas, Class C.
- At the time of appointment, must be an honorably discharged veteran from the United States Armed Forces, with a minimum service time of two-years (or have a service-connected disability).
- Must obtain certification from the Texas Veterans Commission within one year of employment.
- Employment is subject to a background check and drug test.

EDUCATION, TRAINING AND EXPERIENCE

- At least a high school diploma.
- Possess proficient computer and word processing skills.
- Excellent communication skills.
- Management experience preferred.

MISCELLANEOUS INFORMATION

A resume, at least two references and a completed Liberty County Employment Application are required for consideration for the above position. Please include copies of any of the requisite certifications. All applications may be submitted to the Liberty County Human Resources Department located at 1901 Cos St., Liberty, Texas 77575.