

## **Department Adjutant Job Vacancy Announcement The American Legion, Department of Nebraska**

**Job Announcement:** The American Legion, Department of Nebraska, is accepting applications and resumes for the position of Department Adjutant. Applications and resumes must be received by November 27, 2024. Interviews will be scheduled for December 2024. Hire date anticipated January 3, 2025. Starting salary: \$55 - \$60K depending on experience. Applications and resumes can be sent via email to dsalak@nebraskalegion.net or mailed to:

Nebraska American Legion  
150 NW 40<sup>th</sup> St, Unit A  
Lincoln, NE 68528

**Membership Eligibility:** The Department Adjutant must meet all eligibility criteria for a member of The American Legion and be or become a member of a duly chartered Nebraska American Legion Post at the time of employment. The Department Adjutant will provide evidence of continuing membership annually.

**Authorization:** The position of Department Adjutant, authorized by the Constitution of The American Legion, Department of Nebraska, is an appointive office, such appointment to be made by the Department Commander with the concurrence of the Department Executive Committee (DEC). The Department Adjutant serves as the Secretary to the DEC, and other subsidiary corporations with voice but no vote.

**Condition of Employment:** The Department Adjutant shall serve a probationary period of not more than one year, after which the Department Adjutant will serve with tenure, provided the appointment is confirmed by the DEC, and be subject to removal only by a two-thirds vote of the DEC.

**Status:** The Department Adjutant position is exempt from federal wage and employment standards. The Department Adjutant reports directly to and through the Department Commander and DEC, and is subject to the policies, rules and regulations/guidelines contained in the Employee Handbook, the National Constitution and Bylaws, and the Department Constitution and Bylaws.

**Responsibilities:** The Department Adjutant shall serve as the Chief Administrative Officer of the Department of Nebraska. The responsibilities of the Department Adjutant include, but are not necessarily limited to, those set forth in the Bylaws of The American Legion, Department of Nebraska.

“The Department Adjutant shall be entrusted with the keeping of the records of all official meetings of the Department and with the custody of other Department records of various kinds. He shall act as a coordinator in carrying out the policies and mandates of the Department convention, the Department Executive Committee, subsidiary corporations as may be formed under the sponsorship of The American Legion, Department of Nebraska, to carry on such programs. He shall be charged with the employment of clerical and administrative help at Department Headquarters, and shall be held responsible for the faithful performance of duties by such employed personnel. He shall perform such other duties as are usually incident to the office. “

### **Other duties:**

- a. Manages, maintains, and secures Department-owned real property;
- b. Recommends policies and strategies for consideration by decision-making bodies and officers;
- c. Recommends future sites, schedules, plans, coordinates, and implements all elements of Department conferences, conventions, meetings, and seminars;
- d. Prepares and distributes notices, agendas, and schedules of events for all official meetings;
- e. Maintains and distributes minutes of all committee and commission meetings;
- f. Prepares and maintains a record of proceedings from the annual Department convention;
- g. Receives, registers, and presents for consideration all resolutions to go before the DEC and Department convention, and reports disposition of the same;
- h. Hires, trains, supervises, and evaluates employees of the Department Headquarters;
- i. Recommends personnel policies and procedures for compliance with all state and federal employment standards;
- j. Liaisons with permanent and adhoc committees of the Department as assigned;

- k. Participates in state-wide District and Post meetings as assigned;
- l. Advises and assists all Department Officers and Committees in the proper conduct of their responsibilities;
- m. Oversees preparation of, and adherence to, the annual budget;
- n. Oversees the administration, financial status, and records-keeping of the Department programs;
- o. Supervises daily financial transactions, maintains accounts, receive all funds and signs and approves all vouchers for the Department;
- p. Ensures a full and complete audit of all Department accounts are conducted by certified public accountants, and such audit shall be submitted to the first DEC meeting after the audit has been conducted;
- q. Ensures all licensure, certifications, credentials, bonds, and insurances are maintained and up-to-date;
- r. Administers Department programs and membership awards;
- s. Acts as Program Director for the Cornhusker Boy's State program;
- t. Complies with all reporting and administrative duties imposed on the Department by the National Organization as set forth in the Department Adjutant's Administrative Manual;
- u. Recommends and implements Public Relations, publicity, and advertising initiatives;
- v. Approves all public information requests and releases to the media, confers with Department Commander on controversial topics prior to discussion with media;
- w. Works closely with the Department Historian to carefully prepare all permanent records of the Department and shall be the official custodian of such records;
- x. Attends all Department meetings and willingly accepts invitations to speak at Post and District events. Attends all special meetings, programs, and events throughout the Department by invitation and protocol. Keeps Department Commander apprised of travel and agenda at all times;
- y. All other duties as are usually incidental to the office of Chief Administrative Officer.

**Working Conditions:** The normal workday for the position is currently 8:00 a.m. to 5:00 p.m., Monday through Friday, excepting National holidays, subject to change based on the needs of The American Legion, Department of Nebraska. Additional weekend and weeknight hours are frequent and a routine part of the position. Department employment policies make no provisions for additional pay or compensation for hours worked above the normal workday. Overnight travel involved.

**Minimum Qualifications and Experience:**

- a. Post-high school degree from an accredited college or university (comparable military education and experience, long-term experience in department employment, or equivalent professional experience may be an acceptable alternative);
- b. Must be a U.S. citizen;
- c. Must submit to a criminal and background check as well as a FICA and Driver's License check;
- d. Must have a valid Nebraska drivers license, or able to get one if from out-of-state;
- e. Familiarity with American legion programs and activities;
- f. Excellent computer skills (PC environment, MS operating system)
- g. Excellent written communications and public speaking skills;
- h. Demonstrated administrative and leadership skills and experience

**Personal and Professional Attitudes and Characteristics:**

- a. Collaborative: Seeks to accomplish tasks in cooperation with other staff and volunteers;
- b. Innovative: Seeks new ways to accomplish traditional tasks; understands and utilizes emerging technology; open to new ideas;
- c. Diplomatic: Skilled at managing and motivating volunteer workers;
- d. Energetic: Comfortable with multiple tasking and long hours;
- e. Imaginative: Applies creativity and innovation to all opportunities and challenges;
- f. Persuasive: Ability to "sell" ideas and initiatives;
- g. Skilled and Adept in research and evaluating opportunities and proposals

**Other Benefits:** Competitive salary commensurate with experience. Expense account and company vehicle for official travel use only. Liberal paid holiday and vacation, sick time, employee health and life insurance, and SIMPLE IRA match to 3%.