

**The American Legion
Department of Nebraska**

Job Title: Assistant Department Adjutant	FLSA Status: Exempt	Starting Wage: \$46,000 - \$49,000 (DOE)
--	-------------------------------	--

General Summary:
The Department Assistant Adjutant shall serve with tenure and be the Assistant to the Department Adjutant, The American Legion, Department of Nebraska. Provides the leadership, management, and vision necessary to ensure the successful administration of policies and procedures of both the National and Department American Legion Constitution/By-Laws. Ensures that the proper operational controls, administrative and reporting procedures, and systems are in place to manage the programs assigned and to ensure optimal strength and operation efficiency for the programs specifically managed.

Position Summary:

A. PRINCIPAL DUTIES AND RESPONSIBILITIES:
(Excellence-Providing consistent and compassionate service)

1. Responsible for the overall efficient, effective, and financially sound management of all aspects of the programs of the organization to include Baseball, Junior Law Cadet, Oratorical, Scholarships, Scouting, County Government Day, Junior Shooting Sports, Golf, and others as may be assigned.
2. Develops and maintains systems and procedures to accurately monitor all programs activities. Includes the efficient utilization of all resources, compliance with National and State/Department regulatory requirements (i.e. Constitution/By-Laws).
3. Attends District, Department and National functions as necessary. Responsible for writing minutes of the Athletic Committee.
4. Serves as Department Advisor for the Sons of The American Legion and ensures that all correspondence, inquiries, and reports are acted upon accordingly to established procedures and in a timely manner.
5. Serves as Information Technology coordinator for Department HQ's.
6. Assists the Department Adjutant in his work and performs such other duties as are usually incident to the office.

B. FISCAL/RESOURCE MANAGEMENT:
(Taking ownership and pride in our organization through appropriate and respectful use of resources.)

1. Oversees the adequacy and soundness of the organizations finances to programs noted to ensure success.
2. Works with the Finance Committee to develop annual operation budgets to said programs.
3. Makes recommendations on courses of action to ensure that operating and financial goals are achieved and that information is gathered and reported accurately.
4. Ensures that all licensure, certifications, credentials, bonds, etc. are maintained and up to date for necessary programs.

C. ACCOUNTABILITY:
(Taking responsibility by upholding the organization's mission and values. Doing the Right Thing---Always)

1. Maintains a professional relationship within the community to ensure the organization remains a fundamental component of the community.
2. Addresses public events when appropriate and requested.

Reporting Relationship (reports directly to): Department Adjutant

Minimum Skills Required for Essential Function:

1. Educational/Technical Knowledge: College education, plus one or two years of additional study in a particular field of specialization as may be represented by a bachelor's degree, or equivalent work experience, preferably in Business and/or Management.
2. Additional Skills Needed:
 - a. Be a veteran and eligible for membership in The American Legion.
 - b. Able to think creatively, applying originality and researching new fields.
 - c. Understanding of American Legion positions, talking points, programs and its history.
 - d. Excellent public speaker, ability to read and interpret, and speech writing highly desirable.
 - e. Proficient of computer programs in Microsoft Office (Word, Excel, Access, Power Point and Publisher).
 - f. Knowledgeable of the Internet and how to use this resource in a public relations environment.

Physical Factors and Working Conditions:
Work is primarily performed in an indoor office setting with extended periods at a computer, on the telephone, sitting or standing. Physical effort is needed to move, lift, and carry files, records, office supplies and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contacts and telephone use and meeting specific deadlines. The nature of the work has frequent interruptions; contact with the public and clients requires strong communication skills. May be required to work beyond normal working hours. Occasional overnight travel required.

*** THE AMERICAN LEGION RESERVES THE RIGHT TO MODIFY, INTERPRET OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE ORGANIZATION DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. EMPLOYEES ARE REQUIRED TO PERFORM ANY OTHER FUNCTIONS OR DUTIES ASSIGNED TO THEM BY MANAGEMENT. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONS REMAIN "AT-WILL."**