

ANNOUNCEMENT FOR ADJUTANT, DEPARTMENT OF COLORADO

The American Legion, Department of Colorado, is looking for an experienced American Legion Veteran Adjutant who can fulfill the following duties:

JOB DESCRIPTION

The Department Adjutant is the Chief Administrative Officer of The American Legion, Department of Colorado, and is recommended by the Department Commander, then appointed to the position by and serves at the pleasure of the Department Executive Committee.

NATURE OF WORK

The work is administrative in nature, which also involves office management. The work encompasses responsibility for the maintenance of all official Department records, the receipt and deposit of dues and cash from posts and the keeping of related records and accounts and the performance of administrative and clerical duties necessary to conduct and coordinate the business of The American Legion, Department of Colorado. Records and transcribes minutes of meetings, including all of the Department Executive Committee meetings.

In addition, the Department Adjutant is responsible for the performance of all employees of the Department of Colorado. The Department Adjutant is also charged with the employment and termination of Department employees. The Department Adjutant and the Department Service Officer(s) are employed by the Department Executive Committee and the Service Officers serve at the direction of the Department Adjutant.

EXAMPLES OF WORK

The Department Adjutant plans, organizes and directs the administrative activities of the Department Headquarters office, supervises the work of all subordinates and studies and establishes work methods and procedures.

Performs a variety of public relations duties, including many speaking engagements.

Responds to many questions regarding the activities, positions, mandates and policies of The American Legion, by the general public.

Maintains communications with American Legion posts and districts in the state regarding matters of policy and direction, promoting and coordinating programs and conveying or collecting information.

Maintains constant communication with Department officers, committee chairpersons, the Department Executive Committee and National Headquarters. Also keeps in constant contact with other agencies.

Oversees the preparation, printing and distribution of materials regarding the various American Legion programs and other information.

Prints and prepares all materials for Department Conventions, Mid-Year Conferences and Leadership Colleges. Handles all administrative functions at conventions and conferences; carries out the directives of the Department Commander and the Department Executive Committee.

Conducts administrative research on special problems. Directs the preparation of, and reviews records, statements and reports, prepares reports for submissions to the commander, Department Executive Committee and National Headquarters.

Performs related work as assigned by the Department Commander, committee chairpersons and Department Executive Committee.

Supervises the receipt and deposit of monies and the maintenance of related accounts and records: Reviews and approves invoices/vouchers, forwards approvals to the Department Finance Officer to write checks, signs checks when the Finance Officer is not available and reviews financial records and statements.

Provides a quarterly finance report to the Department Executive Committee.

Supervises, edits and writes the Department Newsletter (Colorado American Legion Observer), and writes monthly bulletins.

The Department Adjutant is the Building Manager of the Headquarters property. It is at his/her discretion and approval of the Department Executive Committee that all building problems are solved. The Department Adjutant will assign duties to staff members as the needs arise to maintain the building and its tenants.

The Department Adjutant will be responsible for himself or his employees for preparing for conventions and conferences.

REQUIREMENTS OF WORK

Extensive knowledge of The American Legion, its purposes, programs, policies and procedures.

Through knowledge of modern office management methods, principles of supervision. Knowledge of the principles and practices of administration.

Knowledge of all office equipment necessary to carry out the mission of The American Legion Department of Colorado.

Knowledge of Veteran Service Officer duties to include claims and appeals.

Ability to plan, organize and direct the work of others.

Ability to speak and write effectively.

Ability to establish and maintain effective working relationships with officers, officials of government, the business community and the general public.

The Department Adjutant is the liaison between the Department Headquarters and National organization when hosting National officers, he/she will coordinate the visit with National staff and will make all travel arrangements in coordination with the NEC, ANEC and Department Commander.

The Department Adjutant will be required to work some evenings and weekends and is expected to travel to Department and National meetings and events.

DESIREABLE PREPARATION FOR WORK

Considerable experience within the American Legion at all levels. More than just a basic knowledge of business management and administration, including supervisory responsibilities. Experience in all these fields is desirable.

Education in business administration, business law, public speaking, journalism and graphic arts are all desirable, but not mandatory.

The ability to work in a team environment and to generate enthusiasm is important.

Requires work skills in:

- Quick Books Online Plus
- Microsoft Office Suite
- General Account Practices: Balance sheets, income statements and cash flow statements
- Previous Adjutant experience is required

Candidates must:

- Submit to a background check
- Possess a valid driver's license
- Reside in the State of Colorado (no relocation expenses are currently authorized)
- References must be provided upon request
- Salary is negotiable

If you are interested in joining American Legion Team Colorado, please contact Deputy Adjutant Larry Underwood at 303 366 5201 (Department HQ), 720 341 0050 (Cell) or via email at lkuwood@comcast.net.