

THE AMERICAN LEGION DEPARTMENT OF ILLINOIS
Job Description

Job Title: *Department Adjutant*

Location: 2720 E. Lincoln St., Bloomington, IL 61704

Supervisor: Department Commander & Commander's Advisory Committee

PURPOSE:

In the organizational structure of The American Legion, Department of Illinois, the Department Adjutant serves as the Chief Administrative Officer of the organization. The duties are many and varied.

DUTIES AND SUPERVISORY RESPONSIBILITIES:

Supervision of the entire staff, with the exception of the Finance Officer, are duties and responsibilities of the Department Adjutant. Tact and the ability to work with co-workers is a major asset. The Adjutant will select and train personnel for various positions, as well as maintain personnel records on all employees.

The office located in Chicago with a satellite in Marion are functionally apart, but are still under the supervision of the Department Adjutant with updates from the office supervisor. These are comprised of the Service Officer/Field Coordinator. They function apart, but are still under the supervision of the Department Adjutant with periodical visits to Department Headquarters with updates and log sheets.

Preparation of all reports and resolutions required for the Department Convention are done under the supervision of the Department Adjutant. Complete files on all Commissions and Committees of the Department are set up and maintained by the Department Adjutant, as well as the historical files and permanent post records.

Development of new systems and amending old systems in the record keeping of the Department are accomplished under the Supervision of the Department Adjutant.

The Department Adjutant also coordinates the activities of the American Legion, Department of Illinois, with other organizations which are seeking the same goals, as well as working with the various governmental agencies particularly the Illinois Department of Veterans Affairs (IDVA) to carry out the mandates of the Department Conventions.

JOB REQUIREMENTS:

1. Education or Equivalent – The educational requirements of this position can be stated a degree level, however, experience qualifications in lieu of a degree will be considered.
 - a) The candidate should have strong knowledge of accounting. Must be able to interpret a Balance Sheet and Profit and Loss Statement as well as a zero balance budget.

- b) The candidate must possess the ability to organize and supervise personnel with tact are indeed basic requirements.

KNOWLEDGE

Background and knowledgeable in every phase of The American Legion is required, with much study of the various functions of the Commissions and Committees, as well as special committees that might be appointed. Constant research in their fields is needed to provide them with updates on changes in their respective fields, as well as, determine the most economical method of conducting the various programs as well as exploring the avenues of new projects which would be well suited to the applications by the local Posts of The American Legion.

Attendance at various National meetings is required in order to keep abreast of current National programs and exchange ideas with other Departments.

SPECIFIC ABILITIES

Use of and operational procedures of major office equipment is required. Knowledge of Veterans laws, both local, state and national are required. The Department Adjutant must be available to travel and also assist Commission and Committee Chairmen in the conduct of their programs. Editorial ability must be present, as the Department Adjutant is the Editor of the "Department Newsletter."

Provide building and ground maintenance as may be required and to recommend specific needs to the Commanders Advisory Committee at least once a year to keep the headquarters a functional workplace for the employees and the volunteers of The American Legion Department of Illinois.

The Department Adjutant is responsible for operational oversight, as the full-time Administrator of The American Legion Department of Illinois for all that happens or fails to happen within the scope of headquarters operations.

A policy manual will also be maintained by the Adjutant and given to each employee so all are aware of their expectations and protections, within their work environment.