



The American Legion Department of Georgia, Inc.

Job Description: Department Adjutant

Classification: Salary – Commensurate with experience

Education/Technical Knowledge: Bachelor's degree preferred, but not required, relating to the skills required to perform the job. Strong knowledge of Legion policy and procedures. Proficient in Microsoft applications.

Requirement: Must pass a background check.

Additional Skills: Leadership and Administration, Program Planning and Management, Financial Planning and Management, Communications, and Risk Management Experience.

Veteran Status: Must be a member or eligible for membership in The American Legion.

Location: Stockbridge, GA. Candidate must relocate to the Atlanta Metro Area.

Job Description: The Department Adjutant is charged with carrying out the Department By-laws, administering the policies and mandates of the Department Executive Committee (DEC), and the Department Commander. The Adjutant is the Chief Administrative Officer for Department staff and day-to-day office operations. Provides communication of all official correspondence from National Headquarters and the Department for dissemination to Districts and Posts. The Adjutant shall perform all other duties as required of the office.

Primary Duties and Responsibilities

Leadership and Administration

- Act as a liaison to the National Organization, frequently communicating with National Headquarters
- Carry out all National Headquarters requests in writing and within the annual Department Adjutant's Manual
- Lead staff and manage personnel regarding their duties and ensure efficient job performance of their tasks
- Collaborate and assist the Department Commander and any other elected or appointed Officers

- Record proceedings of the annual department convention and DEC meetings
- Foster effective teamwork between the DEC, Department Officers, and Department Staff
- Create, maintain, and distribute a department calendar for the DEC and members of the organization
- Maintain and organize speaking requests for Department Officers who are asked to speak at Posts, Counties, Districts, and outside organization functions
- Receive, record, edit, and number, resolutions submitted to Department by Posts, Counties, Districts, or the Department Executive Committee, and assign to the appropriate Committee or Convention Committee
- Professionally advise the Department Executive Committee of Department operations
- Work to enhance the Department's community and State profile
- Collaborate with Department Historian and Department Judge Advocate to ensure proper archiving of historical documents and Post Files within the Department Headquarters and maintain all books and records for the Department

Program planning and management

- Oversee the planning, implementation and evaluation of the Department's programs and services
- Ensure that the programs and services offered by the Department contribute to the Four Pillars and reflect the priorities of the Department Executive Committee
- Monitor the day-to-day delivery of the programs and services of the Department to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects
- Participate in developing a vision and strategic plan with the Department Executive Committee to guide the Department operations

Human resources planning and management

- Determine staffing requirements for organizational management and program execution
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy, and safe work environment in accordance with all appropriate state legislation and regulations
- Interview and select staff that have the right technical and personal abilities to help further the Department's mission
- Ensure that all staff receives an orientation to The American Legion and that appropriate training is provided

- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary, using appropriate techniques; release staff when necessary, using appropriate and legally defensible procedures

Financial planning and management

- Work with the Department Finance Committee and Staff to prepare a comprehensive budget for presentation and approval by the Department Executive Committee
- Secure adequate funding for the operation of the Department
- Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the Department
- Participate in fundraising activities as appropriate
- Authorize expenditures within the authority delegated by the Department Executive Committee and approved by the Department Treasurer.
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the Department according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Finance Committee and Department Executive Committee with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the Department complies with all legislation covering taxation and withholding payments

Communications

- Communicate to the organization so that Legionnaires are kept informed
- Oversee proper usage of the Department social media outlets
- Prepare official correspondence on behalf of the Department Commander and Department Executive Committee
- Record, archive, and maintain District information regarding appointments, conferences/conventions, and biographies
- Receive Post correspondence and complaints and route to the appropriate persons and maintain post files at Department Headquarters
- Organize, manage, and communicate information from Districts regarding elections and appointments to District and delegates to conventions for both National and Department

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to mitigate risks
- Identify, access, and inform the Department Commander and Department Executive Committee of internal and external issues that affect the Department
- Ensure that the organization carries appropriate and adequate insurance coverage
- Ensure that the Department Executive Committee and staff understand the terms, conditions and limitations of the insurance coverage
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Resume

- Applicant must submit resume via email or regular to the following address:

The American Legion Department of Georgia
Attention: Bill Simmons
115 Crimson Circle
Thomasville, GA 31792
Email: billdsimmons37@gmail.com