



WASHINGTON COUNTY VETERANS SERVICE COMMISSION



PUBLIC VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTOR

Washington County Veterans Service Commission | Marietta, Ohio

Employment classification: Unclassified (ORC § 5901.06) • FLSA: Executive Exempt
Reports to: The Washington County Board of Veterans Service Commissioners

THE OPPORTUNITY

The Washington County Veterans Service Commission seeks a mission-driven, experienced executive to lead the Washington County Veterans Service Office. Reporting directly to the Commission, the Executive Director manages all office operations, implements Commission approved policies and directives, and advances responsive, accountable services for Veterans and their families in accordance with Ohio Revised Code Chapter 5901.

KEY RESPONSIBILITIES

- Lead office personnel, performance management, professional development, service quality, and day-to-day operations.
- Execute Commission decisions and maintain transparent communication, administrative updates, and compliance with applicable laws and policies.
- Assist in develop and administering budgets; oversee financial reporting, audits, contracts, emergency financial assistance, and indigent burial benefits.
- Establish written procedures, measure service outcomes, and report monthly key results indicators (KRIs) and performance metrics to the Commission.
- Direct Veterans outreach, community partnerships, facilities, equipment, and protection of confidential information.
- Promote ethical conduct, professionalism, effective complaint resolution, and continuous improvement in Veteran and family satisfaction.

MINIMUM QUALIFICATIONS

- Must be a U.S. Armed Forces Veteran honorably discharged or honorably separated, as defined by ORC § 5901.06.
- At least five (5) years of experience in executive management, public administration, or a related field, including demonstrated supervision of others.
- Bachelor's degree in business, public administration, or related field preferred; equivalent education and experience may be considered.
- Knowledge of public board governance, Veterans Services, budgeting, personnel management, ORC Chapter 5901, Ohio Ethics Law, and Ohio public meetings/public records requirements.
- Valid Ohio driver's license and ability to meet applicable vehicle insurance requirements; successful criminal background check and drug test required.

POSITION EXPECTATIONS

Office based position with local and occasional statewide travel; evening or weekend work may be required.

APPLICATION PROCEDURES

Application deadline: Monday, November 2, 2026, 5:00PM. Applications received after the deadline may not be considered.

Obtain the WCVSC employment application from the Commission office directly or by going to WCVSC.com where the Job Announcement, Job Description, and the WCVSC Application can be found to download. Submit a completed application and portfolio in person to: Washington County Veterans Service Commission, 706 Pike Street, Suite 1, Marietta, OH 45750 or by emailing timothy.gillenwalters@wco84.us with a subject line of WCVSC ED Packet.

Required application portfolio: cover letter; detailed résumé; completed WCVSC employment application; Member 4 copy of DD Form 214 for each period of active-duty service (redact Social Security number); and, if applicable, college transcripts and VA benefits summary letter documenting military service and that you are a disabled Veteran. Incomplete application portfolios will not be considered.

For complete duties, qualifications, and expectations, consult the WCVSC Executive Director Job Description. Questions: (740) 568-9009. The Commission is committed to professional, lawful, and fair employment practices.