

BUTLER COUNTY  
VETERAN AFFAIRS DIRECTOR  
VETERAN SERVICE OFFICER

Under general supervision of the Butler County Commission of Veteran Affairs, this person will provide assistance with Veteran programs in accordance with Chapter 35B of the Code of Iowa. Assists Veterans and/or their eligible dependents in securing local, state and federal benefits resulting from eligible service in the United States Armed Forces. Provide outreach services to Veterans and serves as a Veteran Advocate in the community.

Education and experience requirements: Bachelor's degree and 2 years related experience preferably in the public sector, OR associate's degree AND 4 years of related experience preferably in the public sector; OR or equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

Must be able to attain national accreditation as required by Chapter 35B of the Code of Iowa within one (1) year of employment. Attain Personal Identity Verification Card (PIV) as well as Veterans Benefit Management System (VBMS) within one (1) year of becoming accredited. Failure to pass accreditation, obtain PIV card and/or access to the VBMS within the proposed timeline will result in termination of employment.

Any position offered by Butler County is contingent upon a satisfactory pre-employment/post offer physical and drug test, as well as satisfactory background check. Must have valid driver's license and be insurable under Butler County's liability coverage. May also require the use of private vehicle for official business.

Employment application and full job description is available on the county website at <https://butlercounty.iowa.gov> . Please submit a cover letter, completed application, resume, DD214 (if applicable), and/or any other application materials to be considered to:

**Butler County Auditor's Office**  
**Attn: Amy Shepard**  
**428 Sixth St**  
**PO Box 325**  
**Allison, IA 50602**

Applications accepted  
through 05/08/2026 at 4:30 p.m.

Butler County is an Equal Opportunity Employer