

Cemetery District Manager Tulare Public Cemetery

POSITION SUMMARY

The District Manager is the operations manager of the Tulare Public Cemetery District. This individual is in charge of managing the office, cemetery grounds and activities of the cemetery. The District Manager may also coordinate workflow, oversee and manage a harmonious interaction between cemetery personnel and is the representative of the Cemetery District towards the public. The District Manager is under the direct supervision of the Board of Trustees and is responsible for the implementation of, and adherence to Board policies, rules, regulations and laws that govern public cemeteries.

ESSENTIAL FUNCTIONS

- Plans, schedules, directs and supervises the personnel, grounds and office functions at a cemetery.
- Formulates, develops and implements short-range and long-range plans to improve the efficiency and effectiveness of cemetery operations.
- Be responsible for the overall program of maintenance, security and beautification of the district cemetery grounds and facilities.
- Selects, trains, supervises, and evaluates the performance of assigned staff.
- Prepares annual District budget, prepares Board meeting agenda packets, records Board meeting minutes, makes recommendations to trustees involving District policy and procedures, and investigates complaints and inquiries concerning the District.
- Assures compliance with legal and safety requirements, departmental policies related to cemetery operations.
- Initiates requests and recommendations concerning the purchase, repair or replacement of office and grounds equipment.
- Demonstrated customer service with sensitivity and empathy to the cemetery patrons caused by the loss of a loved one.
- Provides specialized information to personnel, patrons and others regarding cemetery rules, regulations and procedures.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of experience and education likely to provide the required knowledge, skills and abilities, typically:

- Bachelor of Science in Business Administration, Accounting or closely related field.
- Five years of management experience in business management, office administration and supervision.

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Knowledge, Skills, and Abilities

Knowledge of:

- Operational management including grounds and office activities.
- Principles and practices of management, supervision and training.
- Accounting and budgeting practices and techniques, including QuickBooks.
- Interpersonal skills including tact, courtesy and diplomacy.

Skill in:

- Preparing, reviewing and analyzing financial and statistical data.
- Coordinating and supervising a variety of diverse activities concurrently.
- Preparing and controlling budgets.
- Familiarity of the California Health and Safety Code as it relates to cemetery operations.
- Familiarity to reorganization processes, procedures and review of by-laws.

Ability to:

- Select, supervise and train assigned personnel.
- Communicate and relate to others effectively in written and oral form.
- Prepare, review and analyze financial statements and reports.
- Develop and implement long-and short-term plans to improve the effectiveness and efficiency of cemetery operations.
- Assure compliance with established cemetery policies, regulations, directives and requirements.

Physical and Environmental Requirements

- Occasionally lift up to 20 pounds.
- Sit and/or stand for sustained periods of time on a daily basis.
- Perform tasks requiring intermittent bending, stooping, twisting, and walking.
- Sustain frequent movement of the fingers, wrists, hands, and arms.