

AUBURN CEMETERY DISTRICT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by the employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative direction of the Auburn Cemetery District Board of Trustees, to provide day-to-day management and technical support in the development and maintenance of the Cemetery District properties and services to the community; and to do other related work as required.

CLASS CHARACTERISTICS

This is a single position classification, with the incumbent serving as the Auburn Cemetery District Manager at the pleasure of the Board of Trustees. The position has responsibility for preparation of the District's budget, supervision of maintenance and office staff, and performs a wide variety of tasks associated with the business of the District including managing the District's resources and community services pursuant to the policies of the Board of Trustees.

Example of Duties

1. Assumes full management responsibility for District services and activities including planning, budget, maintenance operations and burial services for the community.
2. Supervises the overall maintenance, construction, and beautification of the cemetery grounds, and facilities.
3. Develops and maintains the District's budget and financial accounting system, including overall responsibility for sales, services, vendor contract, marketing, and coordination with local funeral homes.
4. Develops the monthly Board Meeting Agenda, and reports of the District's activities; conducts various studies and makes recommendations to the Trustees involving policies and procedures; attends all Board meetings unless otherwise excused.
5. Manages the development and implementation of District's goals, objectives, and priorities, recommends, and administers policies and procedures.
6. Develops and maintains the District's personnel system, including labor negotiation activities, benefit administration, recruitment, and worker compensation.
7. Investigates complaints and inquiries concerning the District. Represents the District at various off-site meetings, and conferences.
8. Plans and organizes staff and Trustee training.

POSITION FUNCTIONS and RESPONSIBILITIES

Employ the principles, practices, and methods employed in managing public cemeteries; using basic principles of management including personnel administration, budgeting, and organizational issues to manage a public cemetery; general knowledge of state and local laws, regulations and policies governing cemeteries; general knowledge of facility management, including vendor contracting, materials and equipment necessary to manage a public cemetery; generally accepted accounting principles, budgetary accounting with some knowledge of financial record keeping used on a computer based accounting system, attend meetings, research, deskwork, operate computer and other office equipment.

Plan, direct, coordinate and supervise the maintenance of operations of a public cemetery, selling internment rights, oversee funerals and grounds, and meet with contractors, other governmental agencies and the public, understand and maintain financial accounting systems; collect, compile, and verify accounting data; maintain accurate and complete files; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships at all levels; including handling sensitive issues with the public and the services provided by the District in a professional manner; properly interpret and make decisions in accordance with laws, regulations and policies governing a public cemetery; provide supervision and review of assigned staff, and effectively handle a variety of personnel issues.

While performing the duties of this job, the employee is required to: frequently operate office equipment and knowledge and ability to operate grounds equipment that require repetitive hand movement and fine coordination including use of a computer keyboard; frequent stand, sit, walk, or hear; occasionally carry, push, pull, and/or move light to moderate amounts of weight up to 50 pounds; occasionally balance, stop, kneel, or crouch; occasionally walk/negotiate uneven, sloping or slippery ground; occasionally travel to other locations using transportation or District vehicles; specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Special Requirements: Must possess a valid California driver's license.