



Visalia Public Cemetery District

1300 West Goshen Avenue, Visalia, California 93291
P: (559) 734-6181 • F: (559) 734-9337 • www.visaliacem.org

DISTRICT MANAGER POSITION

The Visalia Public Cemetery District has an opening for District Manager. The position will be filled by an Interim Manager until a permanent appointment is made.

The position requires knowledge of preparing a yearly budget, expenditure control, learning the Health and Safety and Government Code as it pertains to public cemetery operations. The ideal candidate should possess the ability to work with a five-person board, carry out policies as directed by the board, prepare agendas for monthly board and special board meetings. The Manager is expected to attend association meetings and training meetings which require travel out of town. Must have a valid California Driver's License. The Manager should live in the City of Visalia or surrounding town.

The Manager will oversee office staff as well as grounds staff. The district is in the process of building a new office building, which the manager will take an active part in the paperwork and project management process.

Five years of increasingly responsible work experience in management or administrative position is desired. A bachelor's degree would be a plus.

Salary range \$72,800 to \$110,240

Send resume and cover letter by December 15 to:

Personnel Committee

Visalia Public Cemetery District

1300 West Goshen Avenue

Visalia, Ca 93291