

ROSEVILLE PUBLIC CEMETERY DISTRICT

421 Berry Street

Roseville, CA 95678

kellyrpcd@surewest.net

(916) 783-3131

Website: www.rosevillecemetery.com

EMPLOYMENT OPPORTUNITY

DISTRICT MANAGER

ABOUT THE POSITION: Under the direction of the Board of Trustees of the Roseville Public Cemetery District, the District Manager is the sole manager of the Cemetery District and is directly responsible for the implementation of adherence to Board policy, and rules and regulations. The District Manager is an AT WILL employee serving at the pleasure of the Board of Trustees and is exempt from the overtime pay provisions of the Fair Labor Standards Act.

DUTIES AND RESPONSIBILITIES: The District Manager is responsible for the management and operation of the Cemetery, the supervision of its employees, and the efficient operation, maintenance, beautification, and construction of its cemeteries, buildings, vehicles, and other property. The District Manager shall inform and make recommendations to the Board of Trustees on all matters including, but not limited to, finances, human resources, planning, laws, policies, sales, services, rules, and regulations. The District Manager shall be responsible for all human resource matters, including the administration, supervision, motivation, facilitation, and evaluation of employees and their performance. The District Manager shall make recommendations to the Board of Trustees regarding employee policies and fully and fairly implement and administer such policies. The District Manager shall keep abreast of all laws and regulations pertaining to the operation of a public cemetery district in the State of California, as well as laws and regulations pertaining to human resource administration. In addition, the Superintendent shall be familiarized with trends and changes-culture, financial, amenities, services, and so forth in the cemetery industry, and maximize the assets of the District. The District Manager shall keep the Board informed of all major laws and practices affecting the operation of public cemetery districts. In consultation with the Board of Trustees, the District Manager shall develop and maintain short-term and long-term planning documents for the Cemetery. The District Manager shall serve as an advisor to the Board of Trustees and, in doing so, consult with the Chair of the Board, prepare, distribute, and post agendas for

meetings of the Board of Trustees, and ensure compliance with the Ralph M. Brown Act. Ensure minutes of the meetings of the Board are prepared and submitted for approval by the Board. Prepare resolutions and other documents and instruments as required by the Board. Prepare written and oral reports to the Board of Trustees and respond to inquiries and requests for information by the Trustees. Ensure that new Trustees, managers, and supervisors complete the required Ethics and Harassment Training and all other training that might benefit the District. Provide Trustees with access to the Ethics and Harassment Training courses. Promote the Roseville Public Cemetery District and its services through interaction and participation with the city and county officials, boards, commissions, other special districts, fraternal, business, religious organizations, and other members and organizations in the local communities served by the District. Any and all other duties that may be reasonable and necessary for carrying out the mission of the Roseville Public Cemetery District and may be directed by the Board of Trustees from time to time. The District Manager must display leadership, management, and administrative skills as well as sound judgment and decision-making. The District Manager must effectively communicate with Board members, local officials, the public, and grieving families.

EDUCATIONAL REQUIREMENTS: High School Diploma

MINIMUM QUALIFICATIONS: Have a minimum (2) years experience working in a California cemetery district or (5) years experience in business management or administration, preferably within a cemetery and/or local government entity. Possess and maintain the appropriate valid California Driver's License and a good driving record. Be bondable.

How to Apply:

Email: kellyrpcd@surewest.net
In the subject line, type "District Manager Position"

US Mail: Roseville Public Cemetery District
"District Manager Position"
421 Berry Street
Roseville, CA 95678

Deadline: Friday, September 9, 2022