**Job Description**

**District Manager**

Red Bluff Cemetery District — Red Bluff, CA 96080

Definition of position:  Under the policy direction of the Board of Trustees, to plan, direct and supervise the activities of the District: to ensure the provision of professional customer service at all times: and to perform related duties.

Class Characteristics:  This is an executive management classification with overall responsibility for District administration, operations and customer service.  The incumbent serves at the pleasure of the Board of Trustees, and is accountable for accomplishing organizational goals and objectives within general policy guidelines.

Examples of duties:

* Plans, organizes, directs and evaluates the operations of the Red Bluff Cemetery District.
* Develops, recommends and directs the implementation of goals, objectives, policies, procedures and work standards for the District.
* Interprets and ensures compliance with all District policies, standards of quality and safety, and all applicable local, state and federal laws and regulations.
* Prepares and administers the District annual budget.
* Selects, supervises, motivates, counsels and evaluates the performance of subordinate supervisory and support staff.
* Meets with and assists the public in the selection of burial space, vaults, liners, and other products and services.
* Coordinates the activities of the cemeteries with activities of veterans groups or other organizations as appropriate.
* Makes presentations before the Board of Trustees.

Minimum Qualifications:  Knowledge of:

* All federal, state and county laws, codes rules, regulations and standards affecting District services, operations and administration.
* Landscape maintenance, including safe use of fertilizers, herbicides, fungicides and pesticides.
* General construction and maintenance methods, materials and tools.
* Modern office practices and technology, including the use of computers.
* Business letter writing and report writing.

Ability to:

* Interpret and apply laws, rules and regulations, policies and procedures pertaining to District administration and operations.
* Analyze operational and administrative problems, evaluate alternatives and make sound recommendations in support of goals.
* Determine work priorities and effectively implement schedule and method for completion
* Prepare and maintain a variety of records and reports
* Record and balance accounts receivable and accounts payable.
* Operate equipment and use of tools with skill and safety.
* Must possess good communication skills both oral and written as well as good listening skills.

Education:

* A high school diploma or GED equivalent.

Experience:

* Four years of increasingly responsible cemetery management or supervisory experience.  Substitution would be:  An Associate’s degree in business, agriculture or related field for up to two years of the required experience.

Other requirements:

* Must possess a California driver's license and have a satisfactory driving record.

Deadline to respond: September 15, 2019 by 5PM

Submit resume to redbluffcemeterydistrict@yahoo.com.  Contact person is Gary Wilson or Carol. Can mail to P.O. Box 546 Red Bluff, Ca. 96080.

Job Type: Full-time

Salary: $39,000.00 to $44,000.00 /year