

**POMERADO CEMETERY DISTRICT
POLICY MANUAL**

POLICY TITLE: Job Description – General Manager
POLICY NUMBER: 2900

2900.1 FUNCTION/AUTHORITY/ RESPONSIBILITY: The General Manager is the sole executive officer in charge of the Cemetery District and its personnel. The General Manager is directly responsible to the Board of Trustees for implementation and adherence to Board policy, rules and regulations. The General Manager is responsible for the administrative management of a comprehensive cemetery operation, facilities and services program under the jurisdiction of the Pomerado Cemetery District. The General Manager serves as technical advisor and consultant to the Board of Trustees and supervisor to the other District employees.

2900.2 WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by the General Manager to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2900.2.1 Conducts work primarily in an office setting. Includes irregular hours during the evenings, and on weekends and holidays to attend meetings, community functions/meeting to resolved problems/issues and represent the District at various activities. Requires periodic travel.

2900.2.2 Must be able to communicate effectively, both orally and in writing, with assigned staff, co-workers, Trustees, government agencies, District customers, special interest individuals or groups and the general public. Must be able to drive to various work sites and be able to climb and walk to inspect and observe services and physical conditions of facilities.

2900.2.3 This position requires the use of a personal or District vehicle while conducting District business. In order to operate a vehicle, individuals must be physically capable of operating the vehicles safely and must possess and maintain an appropriate valid California motor vehicle operator's license.

2900.3 ESSENTIAL DUTIES:

- A. Supervises the overall program of maintenance, construction and beautification of the District grounds and facilities.
- B. Supervises all activities involved in sales of grave sites and services including financial and clerical procedures.

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- C. Supervises the personnel program for the District including the administration, review and recommendation for revision of the personnel policies and procedures to the Board of Trustees.
- D. Performs the recruiting, screening and hiring of potential employees.
- E. Analyzes the classification, salary and fringe benefit program and presents recommendations to the Board of Trustees for updating annually.
- F. Prepares annual District budget for review and adoption by the Board of Trustees.
- G. Prepares monthly financial statement for review by the Board of Trustees.
- H. Prepares Board meeting agenda and monthly report of District activities.
- I. Conducts studies and makes recommendations to Trustees involving District policy and procedures.
- J. Investigates complaints and inquiries concerning the District.
- K. Develops training and safety programs.
- L. Supervises and directs the maintenance and repair of irrigation systems.
- M. Supervises and participates in the design and preparation of specifications for construction of District buildings and other facilities.
- N. Attends all Board of Trustees meetings unless otherwise excused.
- O. Performs other duties as assigned by the Board of Trustees.
- P. Assists the public with the arrangement of burial services.
- Q. Records, or supervises others who record, burials and pre-need purchases.

2900.4 EMPLOYEMENT STANDARDS AND QUALIFICATIONS:

A. KNOWLEDGE OF:

1. Principles, problems and methods of public administration including organization, personnel and fiscal management.

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2. Office management principles, methods and procedures.
3. State and local laws and regulation relating to the operation of a public cemetery district.
4. Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed beautification of grounds and construction of buildings and other facilities.

B. ABILITY TO:

1. Plan, lay out, coordinate and control through subordinate, the maintenance and operation of a cemetery District.
2. Analyze and solve problems of organization and management.
3. Prepare reports and make recommendations on the setting of District policy.
4. Train and supervise the work of subordinate personnel.
5. Establish cooperative and effective working relations with subordinates, public groups, organizations, District Board of Trustees and other governmental agencies.
6. Analyze and interpret fiscal and accounting records and data and prepare reports.
7. Devise and implement new and improved accounting and record keeping procedures.
8. Speak and write effectively.

2900.5 EMPLOYMENT QUALIFICATIONS:

Must be capable of handling all phases of the District's operation; and possess the creative ability that will provide the District with a comprehensive long-range program using all of the "Employment Standards" and engaging in the "Duties", as defined previously.

Minimum qualifications include a High School diploma and a minimum of four (4) years increasingly responsible professional experience in the field of public cemetery operation, public administration or a related field. Must also possess a valid California driver's license.

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