

District Manager

Red Bluff Cemetery District

The Red Bluff Cemetery District is a special district of the State of California.

Full time position with benefits package (CAL PERS retirement, health insurance and vacation)

Starting Wage Range: \$39,000 - \$44,000 per year

Hours: Monday – Friday with occasional Saturdays

This position works under the direction of a 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 as assigned. Routinely supervises 3-7 employees.

The Red Bluff Cemetery District includes three local cemeteries:

- Oak Hill Cemetery, in Red Bluff, was established in 1859
- St. Mary's Cemetery was established by the Sacred Heart Catholic Church of Red Bluff in 1883
- Lowrey Cemetery was established in 1880 and is located about 35 miles southwest of Red Bluff.

The Red Bluff Cemetery District is seeking a compassionate professional to serve as the District Manager. Do you enjoy caretaking of properties? Working with the public? Overseeing staff on maintenance and special projects? Keeping accurate records and reports? Developing budgets?

Minimum Position Qualifications:

Knowledge of:

- All federal, state and county laws, codes, rules, regulations and standards affecting District services, operations and administration.
- Administrative principles and methods, including goal setting, planning, program and budget development and implementation
- Principles of supervision, training and performance evaluation
- Layout, maintenance and operations of cemeteries and related facilities
- Types of grasses, soils, trees, shrubs, flowers and related materials desirable for the development of beautiful cemeteries.
- Landscape maintenance, including the safe use of fertilizers, herbicides, fungicides and pesticides.
- Construction and maintenance methods, materials and tools
- Modern office practices and technology, including the use of computers for data and word processing.
- Proper use of English, spelling, grammar and punctuation
- Business letter and report writing skills.

Ability to:

- Interpret and apply laws, rules and regulations, policies and procedures pertaining to District administration and operations.

- Develop, implement and interpret goals, objectives, policies and procedures, and work standards.
- Analyze operational and administrative problems, evaluate alternatives and make sound recommendations in support of goals.
- Determine work priorities and effectively coordinate and schedule resource and staff to perform activities and projects within time limits.
- Perform field work as necessary to ensure the timely completion of projects
- Prepare and administer a budget
- Select, train, supervise and evaluate the performance of staff.
- Exercise sound independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the works.
- Prepare and maintain a variety of records and reports.
- Communicate clearly and concisely both orally and in writing.
- Perform required mathematical computations with accuracy.
- Operate equipment and use tools with skill and safety.

Education, Experience and Other

- Must have a high school diploma or GED Equivalent.
Must have four years of increasingly responsible cemetery management or supervisory experience. An Associate's degree in business, agriculture or elated field may be substituted for up to two years of the required experience.
- Must possess a valid California driver's license and have a satisfactory driving record.

To Apply: Submit a Job Training Center Standard Application and resume to a JTC Staff person and request a prescreen interview.

Deadline to Apply:

September 15, 2019 at 5pm

