

# MURRIETA VALLEY CEMETERY DISTRICT

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Laurel Cemetery/District Office 42800 Ivy Street Murrieta, CA 92562

Phone: 951.677.4223 Fax: 951.677.5559

Send resume or Application to: [gm@murrietacemetery.org](mailto:gm@murrietacemetery.org) or FAX

## Job Description

### General Manager

Posted October 2, 2023 - Closes October 18, 2023

Salaried Position: \$65,000 to \$75,000 a year

#### FUNCTION/AUTHORITY:

The General Manager is the executive officer in charge of the Cemetery District and its personnel. Responsible for the administrative management of a comprehensive cemetery operation, facilities and services program under the jurisdiction of the Murrieta Public Cemetery District.

#### RESPONSIBILITY:

The General Manager serves as technical advisor and consultant on behalf of the Board of Trustees. Administers the policies established by the Board of Trustees. The General Manager has executive responsibility for business functions, operations and services functions and for the maintenance and development of cemetery lands.

#### WORK ENVIRONMENT:

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

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 resolve problems/issues and represent the District at various activities. Requires periodic travel.

Must be able to communicate effectively, both orally and in writing, with assigned staff, co-workers, elected and non-elected officials, 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.

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.

Interface effectively with diverse communities

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 and services including financial and clerical procedures.
- 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 Board meeting agenda and monthly report of District activities.
- H. Conducts studies and makes recommendations to Trustees involving District policy and procedures.
- I. Investigates complaints and inquiries concerning the District.
- J. Develops training and safety programs.
- K. Designs, prepares plans and supervises the installation of irrigation systems.
- L. Supervises and participates in the design and preparation of specifications for construction of District buildings and other facilities.
- M. Attends all Board of Trustees meetings unless otherwise excused.
- N. Performs other duties as assigned by the Board of Trustees.

EMPLOYEMENT STANDARDS:

A. KNOWLEDGE OF:

- 1. Principles, problems and methods of public administration including organization, personnel and fiscal management.
- 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. Familiar with MS Office (Word and Excel) and QuickBooks Online.
7. Analyze and interpret fiscal and accounting records and data and prepare reports.
8. Devise and implement new and improved accounting and record keeping procedures.
9. Speak and write effectively.

#### EMPLOYMENT QUALIFICATIONS:

Wherein the burden of selecting the General Manager lies with the Board of Trustees, it is deemed necessary that the successful candidate be of exceptionally high moral standard; 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", as defined previously.

Minimum qualifications include a High School diploma and a minimum of five (5) years increasingly responsible professional experience in the field of public cemetery operation, public administration or a related field. A degree in Communications, Administration, or Business is desirable. Must also possess a valid California driver's license.

#### BENEFITS

- CalPERS Retirement Plan
- Health and Dental Insurance
- Paid Holidays
- Vacation and PTO