



Orange County Cemetery District

Job Description

Job Details	
Job Title	Assistant General Manager
Reports To	General Manager
Salary Grade	\$9,042 – \$11,864
FLSA Status	Exempt
Effective	July 2026

Summary
<i>Describes the major purpose of this position and its role in the department and/or organization.</i>
Position is responsible for providing administrative, personnel and accounting support to the General Manager and Cemetery Managers. Supervises administrative staff. Processes, maintains and reports on District sales and services, personnel actions and payroll. Provides support to the County Human Resource Department, Payroll Department and General Manager on all requests. Acts on behalf of the General Manager in his absence or unavailability.

Essential Functions
<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the duties and responsibilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>
Duties and Responsibilities
1. Assists the General Manager by planning and organizing general business operations of the District; formulate, affect, interpret and/or implement management policies or operating procedures to expedite work flow and processes and to facilitate the implementation of policies and procedures. 2. Accounts receivables – Assists the Finance & Accounting Manager with reconciling the monthly interment sales and services, prepares certificate of interment rights once receivables are cleared. 3. Assists the General Manager in the research and preparation of District operation and capital improvement budget, including revenue projections, rate setting, project development and personnel management. Assists with budget recommendations to the Board of Trustees. 4. Manages the District's cemetery data management program, which includes the mapping, form development, quality control, fee update implementation, 5. Maintains all personnel records (employee files, performance evaluations, attendance records, time sheets). Input personnel actions into the County's HR system; input payroll into the County's Virtual Timesheet Interface; reconcile payroll with County-issued reports. Assist the General Manager in recruitment and hiring personnel. 6. Manages the District's record retention program; prepare responses to public records requests. Oversees the record destruction program, including preparing legal forms and coordinating shredding process.



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7. Supervises, trains and evaluates subordinate personnel as assigned. Recommends the hiring of administrative and support personnel. Implements the employee and trustee orientation program.
8. Participates in developing District office organization, policies and procedures. Analyzes policies and procedures and recommends and implements changes. Interprets policies and procedures to subordinate personnel.
9. Research, compile and analyze data for special projects, studies and reports.
10. Enters records and receipts into application, confirming accuracy of payments and recording customer purchases and burial information.
11. Adhere to District policy and procedures and the California Health & Safety Code.
12. May be required to perform other related duties as assigned by the General Manager.

Job Requirements

Requirements for the satisfactory performance of each task.

Education

Describes the minimum education and training needed to perform this job.

Required	Bachelor's Degree with emphasis on business or public relations
Preferred	Master's Degree in Public Policy & Administration

Work Experience

Describes the type and minimum years of applicable previous work experience required to perform the job.

Required	At least five (5) years of administrative and operational experience in a business environment or equivalent related work experience.
Preferred	Previous work experience in a cemetery district, public or government agency

Licenses, Registration or Certification

Licenses, registrations or certifications required to perform this job

Required	Class C Driver's License
Preferred	Certified Special District Manager; Registered Notary.

Supervision / Direction Received

Works from general directives or broadly defined missions of the District and the General Manager

Supervisory Responsibilities

Does this position directly supervise others?	☒ Yes ☐ No
Job titles of supervised positions:	Secretary (directly) Cemetery Managers (indirectly)



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Physical Factors

The physical demands 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.

	Continually 6+ Hours	Frequently 3-6 Hours	Occasionally 1-3 Hours	Rarely/Never < 1 Hour
Physical Factors				
Standing			X	
Walking			X	
Sitting	X			
Pushing/Pulling			X	
Climbing				X
Twisting				X
Stooping/Bending			X	
Kneeling			X	
Grasping/Gripping			X	
Repetitive Movements		X		
Crawling				X
Reaching			X	
Talking		X		
Hearing		X		
Reading		X		
Writing		X		
Filing		X		
Typing		X		
Lifting/Carrying				
0-25 lbs			X	
25-50 lbs				X
Over 50 lbs				X

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office working environment	X			
Exposure to dust, fumes, chemicals				X
Exposure to extreme heat/cold				X
Exposure to outdoor weather conditions				X
Exposure to loud noise				X
Vibration/Impact				X
Heights				X
Risk of electrical shock				X



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Knowledge, Skills and Abilities

Knowledge, skills or abilities needed to successfully accomplish the essential duties of this position

- Knowledge of the principles and practices of general management
- Knowledge of the principles of effective public relations
- Knowledge and skill in communication effectively and professionally
- Knowledge of sound administrative and public personnel administration processes
- Sound knowledge of the District business operation
- Principles of office management, budget preparation and financial record keeping
- Skill in accurately processing and recording accounting transactions and payroll
- Skill in researching and reconciling discrepancies in transactions and between record keeping systems
- Skill in using Microsoft Excel and Word
- Skill in setting up and maintaining recordkeeping and filing systems
- Skill in overseeing the preparation of Board/Committee agendas
- Ability to maintain confidential personnel matters
- Ability to exercise decisions over administrative and operational staff
- Ability to analyze and define problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendations in support of goals
- Ability to learn new software applications as needed
- Ability to empathize with the emotional state of others