



Orange County Cemetery District Job Description

Job Details	
Job Title	District General Manager
Reports To	Board of Trustees
FLSA Status	Exempt
Effective	July 2016

Summary
<i>Describes the major purpose of this position and its role in the department and/or organization.</i>
Under policy direction of the Board of Trustees, directs, administers and coordinates the Cemetery District operations in accordance with established policies and procedures. Serves as Executive Officer and Treasurer to the Board of Trustees, prepares and presents board reports, reviews and applies strategic plan, oversees the development and review of the District budget, monitors and controls revenue and expenditures, authorizes and monitors investment portfolio changes with investment advisors/agencies, directs the work of consultants and contractors and applies provisions of the Health & Safety Code. Oversees the operations and staff of three cemetery locations. Represents the District and Board of Trustees with industry partners, community, media and other agencies.

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
<ol style="list-style-type: none">1. Researches, prepares and writes monthly Board reports on subject matter pertaining to operations, finances, personnel, policies and projects2. Directs and supervises the work of 3 Cemetery Managers, Secretary, Assistant to the General Manager and Accountant involving the District operations, facilities maintenance, customer service and personnel matters.3. Recommends and authorizes District investments with outside investment firms.4. Oversees and participates in the research and preparation of District operation and capital improvement budget, including revenue projections, rate setting, project development and personnel management. Presents budget recommendations to the Board of Trustees.5. Prepares policies and procedures for Board review and approval.6. Monitors monthly expenditures, revenues and maintenance projects.7. Oversees capital projects including the preparation of bid documents, scope of services, RFP's, award of contract document, construction and consulting agreements, project progress payments, meetings and completion documents for all District projects.



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- 8. Attends meetings with customers, District staff, community members, vendors, associations, special districts, County of Orange, local cities, mortuaries, etc.
- 9. Oversees adherence to District policy and procedures and the California Health & Safety Code.
- 10. May serve as the District Treasurer at the discretion of the Board of Trustees.
- 11. Answers customer service calls and information requests at District office.
- 12. Assist families with locations, flower deliveries, casket placement, etc.
- 13. Assists staff with computer hardware, software and network maintenance and operation in the absence of IT Tech
- 14. May be required to perform other related duties as assigned by the Board of Trustees.

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 in business or public administration or related discipline
Preferred	Master’s Degree in Public Policy and Administration

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

Required	At least ten (10) years administrator level experience in a public agency, including five years in a managerial or executive role with responsibility for planning, organizing, directing, and financing a program with intergovernmental relations. The Board may use any combination of relevant experience and education in lieu of stated requirements.
Preferred	Prior experience working with a board or council

Licenses, Registration or Certification
Licenses, registrations or certifications required to perform this job

Required	Class C Driver’s License
Preferred	Special District Administrator Certificate from the Special District Leadership Foundation

Supervision / Direction Received

Works from general directives or broadly defined missions of the District and Board of Trustees



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Supervisory Responsibilities	
Does this position directly supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job titles of supervised positions:	Cemetery Managers Assistant to General Manager Secretary Accountant

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	
Weight				
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 public administration including: business processes and analysis; fiscal planning/control; policy/program development; governmental budgeting; laws; rules; ordinances; legislative processes; current social, political, economic and industry trends.
- Knowledge of the principles of effective public relations.
- Knowledge of the organization, operations and challenges of a special district.
- Knowledge of public personnel administration, affirmative action and employer-employee relations.
- Skill in the preparation and administration of budgeting and fiscal control processes;
- Skill in preparing concise and comprehensive reports;
- Skill in preparing and presenting concise and comprehensive reports and recommendations to committees and board of trustees
- Skill in coordinating operations and providing effective leadership
- Skill in analyzing and developing recommendations on a variety of administrative and operational issues
- Skill in overseeing the preparation of Board/Committee agendas;
- Skill in effective public presentations (District meetings with governmental agencies, community groups, various business, professional, educational, regulatory/legislative organizations and the media)
- Skill in interpreting and applying federal, state and local policies, laws and regulations
- Skill in using tact, discretion and sensitivity in dealing with sensitive situations.
- Skill in selecting, training, evaluating, supervising and directing managers and staff.
- Ability to exercise decisions over administrative and operational staff
- Ability to effectively oversee and direct operations at separate locations
- Ability to establish and maintain effective working relationships
- Ability to analyze and define problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendations in support of goals;
- Ability to delegate authority and responsibility.
- Ability to empathize with the emotional state of others