

South Kern Cemetery District District Manager

JOB TITLE: District Manager (DM)

DEPARTMENT: Administration

FLSA STATUS: Exempt

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that could likely provide the required knowledge, skill, and ability will qualify. These would typically be:

- Bachelor's degree in Management, Business Administration, or Public Administration
- Two years of prior experience as a Manager
- Two years of prior experience as a General Manager
- Substantial experience in all areas of administration of a cemetery or cemetery district
- Must be Bondable

SPECIAL REQUIREMENTS:

- Possession of a valid California driver's license
- Valid car insurance or ability to obtain the same
- Ability to pass a routine background check and fingerprint scan
- Ability to pass a credit check commensurate with job's financial exposure
- Able to pass required physical examinations and/or drug screen

PHYSICAL STANDARDS:

Positions in this class are typically situated in a standard office environment. However, the DM may be required to go out of the office to assist grounds staff, meet with families on site, or to make public presentations throughout the District. As a result, the DM will be exposed to all types of weather that are ambient to the Kern County area (e.g., snow, rain, fog, wind and extreme heat). The ability to gain ingress and egress at all types of locations is essential.

MINIMUM WPT SCORE: Twenty-four (24)

SYNOPSIS OF JOB FUNCTION:

Under the supervision of the Board of Trustees (BOT), the DM implements programs, policies, and procedures in the South Kern Cemetery District (District) and handles the day-to-day affairs of the District.

Job Description: District Manager

REPORTING RELATIONSHIP:

This position reports directly to the BOT and is a supervising position.

DISTINGUISHING CHARACTERISTICS:

The DM works within a framework of established regulations set forth by Federal, State, and Local laws and regulations. This position is expected to perform the full range of Managerial activities as well as all other technical and non-technical duties associated with the job. Adequate performance at this level requires the knowledge and ability to interpret and apply various Federal, State, and Local laws, regulations, procedures and precedents and the ability to choose among a number of alternatives in solving problems related to management of the District.

KEY RESPONSIBILITIES:

- Oversees the day-to-day operations of the District
- Follows the adopted Policies & Procedures of the District
- Establishes and operates within set budgets
- Attends all BOT meetings
- Oversees recruiting, interviewing, hiring, training, and evaluating staff.
- Assures that District recruiting and hiring processes are adhered to
- Conducts orientation and training for new and present employees.
- Oversees personnel files and ensures compliance program requirements are met in accordance with applicable laws and regulations
- Oversees the collation of and tracks the processing of payroll and employee benefits
- Handles discipline interviews and is involved in progressive discipline processes.
- Insures labor law regulations are complied with.
- Oversees Worker's Compensation compliance, filing, and hearings.
- Oversees OSHA compliance issues.
- Remains current on Management laws, regulations, and techniques.
- Provides information to Trustees and employees concerning policies, programs, and changes in cemetery regulations
- Serves as Liaison between the District and the public
- Performs other related duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Federal, state, and local cemetery regulations
- Office & Management methods and procedures.
- Knowledge of health and safety principles, practices, and procedures
- Knowledge of and ability to perform computerized data collection
- Ability to perform computer keyboarding techniques

Job Description: District Manager

Knowledge of:

- Worker's Compensation laws data collection, claims submission, and methods of appeal
- Recruiting, interviewing, testing, hiring, orientation, evaluation, training, and discipline
- Progressive discipline techniques
- California Labor Commission's rules of operation and regulations
- California Public Records Act
- California Open Meeting Law (The Brown Act as Revised and Adopted 2013)

Skill in:

- Record preparation, records review, and records management
- Presenting large and small group presentations
- Interacting with a diverse public
- Managing multiple tasks while staying on time and budget
- Handling employee problems and complaints
- Conducting performance appraisals

Ability to:

- Read, understand, and interpret laws, regulations, memoranda of understanding, and other similar documents pertinent to cemetery management
- Maintain applications, employee records, and resources with accuracy and confidentiality.
- Follow written and oral instructions in an accurate and professional manner.
- Maintains effective working relationships based on employee confidentiality
- Provide accurate and timely information to the BOT
- Effect separations of all sorts including resignations, suspensions, layoffs, and terminations.

EVALUATIONS:

Performance, wage, and disciplinary evaluations of the DM are conducted by the BOT. If it is deemed necessary, the BOT will seek the input of other grounds or administrative staff members who interact with the DM on a routine basis.

AT-WILL EMPLOYMENT:

All employment with The South Kern Cemetery District is At-Will Employment. While we strive to provide fulltime employment to all of our employees who so desire, we make no guarantees, expressed or implied, to provide any guaranteed number of hours of employment in a given week. Changing conditions in the cemetery field make it impossible to predict the demand for our services and as a result, all of our offers of employment are offers of At-Will employment.

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ACKNOWLEDGEMENT:

I have read and fully understand this job description and any verbal explanations that I have requested during the course of my pre-employment interview. My signature below indicates that I am signing this acknowledgement of my own free will and without duress of any sort.

Signed: _____

Printed Name: _____

Date: _____

Witness: _____

Witness Title: _____

DRAFT