

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY DISTRICT
850 Taylor Rd., Newcastle, CA 95658

Job Announcement
District Manager

The Newcastle, Rocklin, Gold Hill Cemetery District is a public entity, specifically an independent cemetery district operating in Placer County, CA pursuant to the Health and Safety Code Section 9000. The District operates 4 cemeteries (2 small non-irrigated sites and 2 fully irrigated sites). Current staffing is 8 full-time staff. Annual burials and cremations average between 250-300 annually. Under the Direction of the 5-member Board of Trustees the District Manager is the highest-level administrator of the District. The District Manager is an at-will, exempt, safety-sensitive position.

Job Summary: The District Manager oversees all District operations including, but not limited to, administration, burials and maintenance operations. The District Manager represents the District in all facets of communication, administration and managerial responsibilities in accordance with the Board's adopted policies and procedures.

Duties / Responsibilities: Provide oversight of the District's programs involving maintenance, construction and beautification of its grounds and facilities; Actively engage in and provide oversight of the District's sales, services, financial and administrative capabilities, while providing oversight of the access, safety and security of the grounds; Manage and retain existing staff and assume responsibility for hiring staff, as needed, to include, recruitment (sourcing candidates, conducting interviews, onboarding), in addition to training (including developing training programs), mentoring, coaching, conducting salary / performance reviews and disciplinary actions, if required; Provide oversight to consultants, contractors and / or staff in designing, preparing plans, supervising installation, maintenance and upgrading of irrigation systems; Prepare, manage and design specifications for construction of the District's buildings and other facilities; Review employee classifications, salary ranges and benefits offered by the District annually and make recommendations to the Board to ensure alignment with the market; Prepare annual operating budget and submit to Board for approval; monitor and implement approved budget within the parameters thereof; Prepare Board meeting agendas; take minutes of meetings (if needed) and distribute finished product accordingly; attend all Board meetings; Annually review District's policies and procedures and make recommendations to the Board if changes are required; Investigate claims and complaints lodged against the District and its facilities; work with legal team in this regard, if necessary; On behalf of the District, sell burial and interment rights to the public; assist with planning burial interment services; record and map burial and interments within the District's sites / facilities; Attend

relevant cemetery and/or special district conferences and workshops; Attend all Board of Trustee meetings; Duties as assigned by the Board.

Qualities of the District Manager: The ideal candidate for the District Manager position should display the following knowledge and qualities:

- Management or Supervisory experience, including the supervision of staff, in a public or private cemetery or similar operation
- Ability to work with the public, both written and verbal, during times of grief
- Knowledge of cemetery design/layout, maintenance, construction, irrigation, landscape beautification, and associated operations
- Knowledge of government budgeting, purchasing and payroll highly desirable
- Ability to prepare reports and resolutions, both written and verbal, for Board meetings
- Knowledge of State of California and local laws regarding the operations of a public cemetery district; knowledge of California Public Works Construction Rules and Regulations; knowledge of Brown Act; knowledge of Public Records Act
- Ability to operate maintenance equipment for normal cemetery operations including, but not limited to, backhoe, tractor, lawn tractor, utility trucks, small dump trailers and casket lowering devices
- Ability to identify potential problems, analyze various scenarios and devise a resolution in a timely manner

Requirements:

- Proficient oral and written communication skills
- Proficiency in Microsoft Office Suite and basic computer and accounting functions (i.e., Word, Excel, QuickBooks, etc.)
- Proficient financial management skills in preparing budgets, analyzing financial data, accounting records and reporting
- Ability to be bonded or insured under the District's liability coverage
- Holder of a valid California driver's license and possess a clean driving record
- Pass a drug test

Physical Requirements: The employee is regularly required to speak, hear, stand and walk, which often includes walking on uneven grass/grounds, in addition to sitting for long periods of time while using office equipment/computers, with the ability to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this position include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually low to moderate. The employee is regularly required to meet with families outdoors, which may include warm temperatures and exposure to the sun and inclement weather.

Work Schedule and Compensation

- Generally, a 40-hour work week (Monday-Friday, occasional weekends; no weekend burials), however additional time may be required; the District Manager position is “exempt” under California wage and hour laws
- Salary – Current Manager’s salary is \$97,427.00 annually (paid bi-weekly)
- Medical for employee and family (based on CAL-PERS “Kaiser premium”)
- Dental and Vision – employee only
- Life Insurance - \$15,000.00
- CAL-PERS retirement: 2% at age 62
- 457-Deferred Compensation Plan – District contributes up to \$100 per month on a matching basis.

How to Apply: Interested candidates should submit a detailed resume, including job history and copies of all pertinent certifications/licenses, education, letters of reference, etc. A District application will be completed by the candidate upon tentative offer of employment.

Application Deadline: Applications will be accepted until the position is filled.

Submit in one of the following ways:

By E-Mail to: nrgcem@nrgcemetery.com
In the e-mail subject line type “District Manager Application”

By U.S. Mail: Newcastle Rocklin Gold Hill Cemetery District
“District Manager Application”
850 Taylor Rd.
Newcastle, CA 95658

Questions: Questions should be referred to either Bill Andersen at 916-768-8763 or Mark Riemer at 916-770-5404.