

	Job Title:	Cemetery Manager
	Position Type	Full-time Exempt
	Job Description	

St. Paul's Episcopal Church, Rock Creek parish is looking for a full-time Cemetery Manager, who will report directly to the Rector. The Cemetery Manager directs the overall day-to-day operation of the cemetery to include scheduling all interments, preparation and closing of all graves, placement of markers, maintenance of all gravesites, roads, grounds, and landscape. The Cemetery Manager is responsible for developing and implementing all administrative, financial, human resources, and other management policies. The nature of the work performed requires the ability to maintain an effective working relationship with staff, business and community organizations, funeral homes, outside contractors, volunteers and the bereaved.

RESPONSIBILITIES

Management:

1. Provide direct guidance and direct supervision to the cemetery administrative staff.
2. Develop, implement, and manage internal controls.
3. Establish performance standards and evaluates the performance of the administrative staff.
4. Develop studies and analyses of cemetery operations to determine personnel requirements.
5. Maintain a thorough and accurate record of all information, including burial databases.
6. Coordinate the provision of historical information to the public upon their request.
7. Maintain cemetery security practices.
8. Thorough knowledge of all safety procedures involved in cemetery maintenance operations;
9. Prepare and present accurate and reliable reports containing findings and recommendations.

Financial:

1. Prepare and submit a budget for cemetery operations.
2. Execute the approved annual financial plan for the cemetery.

Marketing:

1. Responsible for promoting the cemetery.
2. Coordinate and implement all advertising and promotional campaigns.
3. Institute and manage the pre-need and at-need programs.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Comprehensive knowledge of the principles, practices, and guidelines involved in the operation and maintenance of a private cemetery and mausoleum
2. Comprehensive knowledge of clerical and financial records keeping in connection with cemetery business operations
3. Excellent verbal and written communication skills

QUALIFICATIONS:

1. Graduation from an accredited college or university with an Associate's Degree in Business Administration; and considerable experience in cemetery operations; or
2. Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work

SALARY & BENEFITS

Comprehensive benefits package, including medical, dental, life insurance, and 401(k) with a company match.