

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CEMETERY MANAGER

DEFINITION:

Under direction, to plan, coordinate, and supervise the operation and maintenance of the City's Mt. Hope Cemetery; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and implements cemetery operations and maintenance policies and procedures;
- Prepares, implements and monitors procedures for the sale and release of cemetery lots and related goods and services;
- Analyzes cemetery operations for cost effectiveness, and develops methods to enhance revenues;
- Ensures cemetery staff receives training and complies with laws and regulations regarding the handling and disposal of hazardous materials;
- Supervises the keeping of records;
- Selects, trains, disciplines, and rates the performance of subordinate supervisors;
- Deposits and accounts for funds derived from lot sales, interments, and other fees;
- Develops policies and procedures for the use of cemetery facilities and services by funeral directors;
- Establishes guidelines for dissemination of information to the public on available services;
- Enforces regulations governing the operation of the cemetery;
- Reviews and recommends fee revisions;
- Markets cemetery services through advertising and attendance at professional meetings;
- Negotiates the sale of group plots prior to City Council approval;
- Plans, schedules and supervises the development and improvement of grounds;
- Reviews requests by private groups for special park accommodations;
- Supervises the preparation and administration of the cemetery operations and capital improvement budget;
- May participate in funeral services, interments, and disinterments;
- Resolves difficult and/or sensitive complaints or problems;
- Prepares special reports and studies;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years experience in the administration and management of cemetery operations, which must include responsibility for funeral and interment services, **OR** two years of full-time experience as a Funeral Director. An Associate degree or higher may be substituted for one year of the required experience.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.