

MADERA CEMETERY DISTRICT

Job Description

Job Title: ASSISTANT DISTRICT MANAGER

Department: ADMINISTRATION

Prepared date: July 2021

Summary: Under administrative direction of the District Manager, to assist with overseeing the operations, function, and administrative affairs of the District: to represent the District's policies and programs with employees, community, organizations, and the general public; to assist with the development and control of the District budget; to assist with development, maintenance, and improvement of District facilities and services; and to do related work as required.

Essential Duties and Responsibilities: Includes the following and other duties that may be assigned: **Performs a variety of Assistant Manager Duties.** Serves as Assistant to the District Manager; organizing and compiling monthly agendas and Board packets in the absence of the District Manager, keep Board apprised of all financial issues, typing of minutes: working closely with auditor and auditing information's, compensation and asset reports, working with District Manager for setting up annual budget for income and expenditures, proofreading, filing, checking data, and updating records, answers telephones and provides help to the public. Must know Excel, Microsoft Word, Access and computer accounting and payroll programs, Must be able to interpret cemetery plot maps: show public plots and assist with location of graves/crypts/niches; assist families with all types of provided service arrangements, oversees PERS Retirement and health benefits: CalPERS 457 program: Must have knowledge and abide by employee and job safety handbooks and all policies and procedures set by the Health and Safety Code and the Board of Trustees of the Madera Cemetery District. Performs as Assistant Manager in the absence of District Manager. In order to provide services to the public in a timely manner other duties may be assigned to assist in achieving an effective and efficient office. Provides advice and consultation on the development of District services, function, and policies: assists with coordinating the agenda for the Board of Trustee meetings; conducts a variety of special studies and surveys to determine the effectiveness of District programs and services; represents the District's policies and programs with

employees, community representatives, and other government agencies; assists with the and fiscal control of the annual budget; assists with the development and administration of capital improvement budgets and plans; maintains continuous awareness of administrative practices and recommends changes with increase the efficiency and economy of District operations and services; assists with administration of District personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations; performs public relations functions; prepares press releases and articles; assists with overseeing and devolving plans and specifications for District buildings and facilities May service as District representative with other government agencies when delegated.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skills and or ability required. Excellent management skills, communications, decision making, human relations and organizational knowledge. Must have knowledge in business correspondence including grammar, spelling and punctuation. Basic knowledge of the Health and Safety Code, policies, and procedures and operations of the Madera Cemetery District. Advance computer skills required on Excel, Microsoft Word. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assist with principals and practices of public administration, including administrative analysis, fiscal planning control, and policy and program development.

Assist with planning, organizing, directing, coordinating, and supervising the functions and activities of Madera Cemetery District to achieve efficient operations and meet service goals.

Exercise leadership, authority, and, management tactfully and effectively.

Assist with preparing and administering a district budgeting and fiscal control process.

Learn laws, rules, and regulations affecting Madera Cemetery District operations.

Collect and analyze data on a variety of topics.

Effectively organize and carry out public and media relations.

Assist with development and coordination of Board agendas.

Assist with personnel and employer-employee relations programs.

Assist with development and improvement of District facilities and services.

Provide advice and consultation to the District Manager on the development of ordinances, regulations policies, and programs

Insure prompt and proper response to public concerns and complaints.
Prepare comprehensive reports and recommendations.
Knowledge: of Human Resources workings and procedures.

Supervisory Responsibilities: Supervise District personnel in a supervisory position in absence of District Manager.

Education and or Experience: Education in or knowledge of Human Resources, two years of increasingly responsible work experience in a management of administrative position in a private or public agency. Background should include responsibility for assisting management with formulation and implantation of programs, budgets, and administrative operations.

Language Skills: Ability to read and write the English language: ability to read analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulation: ability to write reports, business correspondence and procedure manuals, ability to respond to common inquiries or complaints from the public, regulatory agencies or members of the business community. Maintain open lines of communication with District Manager, Board of Trustee's, auditors, County Officials, staff and the public.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure: to calculate figures and amounts such as proportions, percentages, area circumference and volume. The ability to read and comprehend all financial data of the District.

Reasoning Ability: Use good common sense by evaluating the situation and reviewing available alternatives to solve work problems. Deal tactfully, compassionately and courteously with District staff and public at all times. Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.

Certificates, licenses, Registration: Must possess an appropriate California Drivers License by the State Department of Motor Vehicles.

Other Skills and Abilities: Must be organized, must be able to work in a sometimes fast-passed office with frequent interruptions, and deal with many

emotional situations. Must be a self-starter to research and develop information on issues and problems as necessary, assist with plans, organizes, directs, coordinates and supervise the functions and activities of the District to achieve efficient operations and meet service goals. Effectively represents the District's policies, programs and services with employee, contractors, and representatives of other agencies and the public. Establish and maintain cooperative working relationships with employees.

Work Environments: 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. Must be able to sit at work station for extended periods inside and also when outside being tolerant of extreme heat, cold and wet conditions.

Physical Demands: 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. Must be able to stand, walk on grounds, sit type, talk, hear and drive as needed. Must be able to work from 8:00 a.m. to 5:00 p.m. taking one hour for lunch at the noon hour. Must be able to be "on Call" on occasional weekends to set services, (by phone) Must be able to travel to conferences for District Association meetings and training. Must be emotionally suited to work with the nature of the cemetery business and grieving families.