

DESCRIPTION: Under limited supervision, oversees the construction of a veterans' cemetery, monitors and ensures proper maintenance and manages/coordinates military burials in accordance with federal/military standards through the supervision of cemetery staff; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Oversees construction of the cemetery according to contract specifications; ensures maintenance of completed cemetery and coordinates with contractors for various on-going maintenance and warranty needs.

Plans, assigns, directs and evaluates the work of staff members including recommending personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments to ensure efficient and effective accomplishment of work.

Trains staff in related federal standards and requirements and agency policies and procedures.

Reviews applications for military burials and determines eligibility. If approved for burial, coordinates with funeral homes and families to organize burial services.

Conducts pre-planning services to assist families in decision making prior to the time of death.

Arranges for grave site preparation, burial and clean-up after services in accordance with federal specifications.

Arranges for military honors and ensures proper training for staff; choreographs services according to military standards including coordinating with Active Military Branches for interments of Active Duty decedents.

Makes referrals to community agencies to assist veterans and families with financial aid, veterans' benefits, funeral home services, grief counseling and other human service needs.

Assists Business Manager in preparation of cemetery budget and monitors expenditures; coordinates and organizes funds received through other sources including State Cemetery Foundation and the Regional Veterans' Affairs center.

Purchases necessary supplies and associated services; tracks and documents purchase from order to installation.

Writes policies/procedures, using federal standards as a guideline, for agency director approval.

Responds to requests for information pertaining to interment eligibility, headstone inscription guidelines, floral regulations and other matters pertaining to the cemetery operations.

Develops and implements a marketing plan and related programs for the cemetery including performing public relations activities, coordinating media announcements and providing guided tours of the grounds.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and techniques of supervision; military organizational structure and standards; customary business practices and systems; procurement processes; budget processes.

Skill in: organizing and coordinating activities; being aware of others' reactions and responding appropriately; sensitivity.

Ability to: plan, assign, direct and evaluate the work of staff; train others in related policies, procedures, standards and/or guidelines; learn and apply federal requirements and standards for military burials; learn and apply agency policies and procedures; develop and maintain effective partnerships with various community groups and government agencies; communicate effectively to relay information; enforce rules and standards; organize and prioritize work activities; prepare reports using computer software applications.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, management, human services or related field and three years business related experience including one year in a responsible supervisory capacity. Related education and experience may substitute for the Bachelor's degree requirement on a year-for-year basis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).