

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: CEMETERY ADMINISTRATOR**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: GROUNDS DIVISION SUPERINTENDENT**

**JOB CODE: 2807**  
**DATE: 2/08**

**JOB SUMMARY:**

Administers activities associated with the operations of municipal cemeteries.

**ESSENTIAL JOB FUNCTIONS:**

Assists families with funeral arrangements, which includes selling, preparing, and coordinating burials and completing necessary follow-up duties such as interment records, permits, lot records, computerized data entry, and billing.

Prepares and assists with the preparation for all foundations for placement of monuments, markers, corner posts, flowers, shrubs, and other landscaping as necessary.

Plans, allocates, and monitors time, people, equipment, and other resources for city cemeteries to ensure efficient organization and completion of work.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, recommending salary adjustments, addressing complaints, resolving problems, and planning, assigning, and directing work.

Responds to requests, concerns, inquiries, and/or complaints of the general public in person, in writing, or on the telephone.

Assists with preparation of annual budget for division; prepares weekly accounts receivables for deposit and daily employee payroll; maintains cemetery records pertaining to payroll, personnel, and operating budget activities in automated information system.

Attends and participates in staff meetings and meetings of various boards and commissions; completes required forms for paperwork; prepares work program and reports work progress periodically.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                                      Telephone                                      Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Four to six years of progressively responsible experience in office with automated information systems; and,

One to two years of experience managing cemetery operation; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Cemetery operations, maintenance, and care.

Modern office and bookkeeping practices and procedures.

City's development standards.

Accepted personnel practices, procedures, and policies such as supervision, training, and performance evaluation.

Principles of open space planning.

**Skill in:**

Use of modern office equipment.

Typing and operation of computer keyboard in order to enter and retrieve data.

**Mental and Physical Abilities to:**

Deal courteously and diplomatically with the general public.

Establish and maintain effective working relationships with other departments, employees, and the general public.

Give directions and gain compliance from subordinates.

Communicate clearly and effectively, both orally and in writing.

Read and interpret documents such as safety rules, operation and maintenance manuals, and policy manuals.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts.

The work requires the use of protective devices such as masks, goggles, and gloves.