

JOB DESCRIPTION: ADMINISTRATOR OF THE UPPER GREEN RIVER CEMETERY DISTRICT

- 1) Shall be under the direct supervision of the Upper Green River Cemetery District Board and is responsible for the maintenance and operation of the UGRCD cemeteries and supervision of sexton. The District includes Boulder, Bondurant, Cora, Daniel and Pinedale Cemeteries.
- 2) Attend all monthly board meetings:
 - a. Record minutes during meetings, type up minutes and mail minutes to each board member after meetings. Post all minutes in the district office.
 - b. Review all bills, prepare vouchers and checks for board members approval, and submit to accountant each month. Bring checks to be signed at board meetings by board members.
 - c. Collect cemetery mail several times a week, clear up any questions and other correspondence received during the month.
 - d. Research any questions the board members had from previous meetings and have answers for the next meeting.
- 3) Pay all bills approved by the board and assist the accountant with balancing the bank statements.
- 4) Prepare Fiscal Budget in accordance with the County Clerk and State Auditor.
 - a. Maintain budget and financial reports for the board and for the state in a timely manner.
- 5) Assist the accountant each month with payroll, insurance payments, HSA payment, unemployment report, Wyoming retirement, workers compensation report and yearly report to Revenue Taxation.
- 6) Make sure bonds are paid.
- 7) Coordinate elections with County Clerk.
- 8) Take care and maintain all records of burials with the cemeteries and address inquiries of such records, interments, sales, expenses, labor records and all cemetery transactions.
 - a. Register cemetery spaces at Courthouse.
 - b. Communicate verbally and in writing to answer inquiries and provide information.
 - c. Liaison with internal and external contacts.
 - d. Coordinate the flow of information both internally and externally.
 - e. Organize internal and external events.
- 9) Take care of all paperwork concerning the upkeep of the cemeteries. Answer any questions that may arise from contractors. Supervise all projects.
- 10) Maintain the roster for the Kiosk and Directory.
 - a. Website development and marketing
 - b. Implement and maintain office systems
 - c. Set up and maintain document management system.

d. Handle incoming emails, mail and other materials

- 11) Oversee compliance with all State and Local Statutes
- 12) Assist with and supervise ground maintenance.
- 13) Know the layout of the cemetery. Be able to locate and layout a space, schedule burials, assist with performing burials and service set up/take down.
- 14) Maintain rules and regulations.
- 15) Be available to organize and work Memorial Day.
- 16) Hire summer help.
- 17) Forward work phone for after hours.
- 18) Perform all other duties as assigned by the Cemetery Board.
- 19) Administrator will receive an annual Job Evaluation by the board.

EDUCATION AND EXPERIENCE

- *Knowledge of accounting principles
- *Knowledge and experience of relevant software applications including spreadsheets and database management
- *Knowledge of administrative and clerical procedures
- *Knowledge of business principles
- *Proficient in spelling, punctuation, grammar and other English language skills
- *Experience producing correspondence and documents
- *Experience in information and communication management
- *HS diploma

KEY COMPETENCIES

- *Can use Quickbooks, Excel, Word Documents and PowerPoint
- *Can serve as relief alternate sexton to arrange burials
- *Verbal and written communication skills
- *Attention to detail
- *Confidentiality
- *Planning and organizing
- *Time management
- *Interpersonal skills
- *Customer service orientation
- *Initiative
- *Reliability
- *Stress tolerance

Sunday, August 4, 2019

Approved by vote of UGRCD Board:

Board Chair: _____ Date: _____

Administrator: _____ Date: _____