

*Board of Trustees*

Larry Justus  
Dennis Kilkenny  
Joseph Bristow  
Viona Hague  
Timothy Bozarth

# Winters Cemetery District



*District Office*  
415 Cemetery Drive  
P.O. Box 402  
Winters, CA 95694  
(530) 795-2475

[www.winterscemetery.org](http://www.winterscemetery.org)

**Website:** [www.winterscemetery.org](http://www.winterscemetery.org)  
[sheila@winterscemetery.org](mailto:sheila@winterscemetery.org)  
(530) 795-2475

## EMPLOYMENT OPPORTUNITY

**The Winters Cemetery District is accepting resumes with completed applications for the position of District Manager.**

**The Winters Cemetery is a Special District public entity and serves the public within specific areas of Yolo and Solano County. The District Manager position is an at will, exempt employee under the direction of the five-member Board of Trustees and is directly responsible for implementation and adherence to Board policy, rules and regulations.**

### **SUMMARIZED DUTIES AND RESPONSIBILITIES: (Partial listing)**

Strict adherence to the California Health and Safety Codes relating to Cemetery law.

Hiring and supervision of staff.

Oversight of construction, maintenance and beautification of grounds and facilities.

Assist public with sales of plots/niches and final burial services.

Conduct employee evaluations, review compensation and benefits.

Preparation of annual operating Fiscal Year Budget and required documentation for Board approval prior to submission to County for Fiscal Year End.

Processes all vendor claims and deposits from sales and services prior to input into County's INFOR General Ledger System.

Maintain and provide all documentation to Auditors for yearly audits.

Manager shall also serve as Board Clerk and prepare, post and distribute Agenda Notice and Board Meeting Minutes while ensuring compliance with the Ralph M. Brown Act.

Maintain records to ensure compliance is followed for all employees and Board members in their training requirements for both Harassment and Ethics.

Maintain both paper and computer record of sales and burials.

Prepares and submits various State and County required documents monthly, quarterly or yearly.

### **MINIMUM EDUCATIONAL REQUIREMENTS:**

High School Diploma

**MINIMUM QUALIFICATIONS:**

Strong work ethics required!

Possess and maintain a valid California Driver's License, insurance coverage and a clean driving record. Ability to work with the public in extreme times of grief. Proficient in oral and written communication skills. Knowledge and proficiency in basic computer and accounting functions (i.e., Word, Excel, Microsoft Office). Knowledge of accounting, payroll processing and government budgeting is highly desirable. Attendance required at all monthly Board meetings. Attendance at Special District conferences at various locations within the State of California is essential.

**PHYSICAL REQUIREMENTS:**

The employee must be able to sit for long periods of time in the office. The employee is required to be able to walk the grounds when meeting with families to view the various locations for purchase of burial rights to plots or niches and in helping locate previously buried loved ones. This may also require the need to be out in extreme weather conditions. The grounds of the cemetery require that the employee must be able to safely walk on uneven surfaces when needed.

**WORK SCHEDULE & COMPENSATION:**

- Minimum starting salary \$66,560 per year (paid bi-weekly) based upon a 40 hour work week (Monday-Friday), additional time may be required. This position is "exempt" under California's Wage and Hour Laws.
- CalPERS Retirement – 2% at age 62
- Dental and Vision
- Medical – Cash in lieu of health insurance is added to payroll bi-weekly.

**DEADLINE TO SUBMIT RESUME & APPLICATION:    MAY 31, 2024**

Interviews will be scheduled in the month of June

Access above website for Job Application or call to request one.

**Submit completed documents via email to:**

**[sheila@winterscemetery.org](mailto:sheila@winterscemetery.org)**

**Subject – Employment**

**OR**

**Submit documents via US Mail to:**

**Winters Cemetery District**

**Attn: Sheila Carbahal**

**P.O. Box 402**

**Winters, CA. 95694**