

# Crook County Cemetery District

## POSITION ANNOUNCEMENT

### District Manager

Opening Date: August 29, 2024

Closing Date: September 20, 2024

**Crook County Cemetery District is currently recruiting qualified applicants to fill the District Manager position.**

**Location:** Prineville, OR

#### **General Position Summary:**

The District Manager is responsible for directing and coordinating the effective management and efficient functioning of all aspects of the cemetery district. This position coordinates, directs and performs maintenance of five cemeteries, delivery of all cemetery services, and ensures compliance with district policies, state laws and applicable regulations. Within limits established by the state, the District Manager has complete authority over district staff, including management, discipline, and work assignments.

#### **Education, Experience, Certifications and Licenses Required:**

- High school diploma or equivalent, and
  - Minimum of two years' experience in landscape maintenance,
- OR
- Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Board.

#### **Full-time/Exempt Position**

**Salary:** \$ 72,600 per year

#### **Benefits:**

- Vacation (accrues at 6.67 to 16.67 hours per month depending on years of service),
- 10 paid holidays plus a floating holiday,
- Sick Leave (accrues at 8 hours per full month, up to maximum of 1080 hours), and
- Additional paid compensation in lieu of a retirement plan.

Benefits are as specified in the District Employee Policy Handbook.

# **Crook County Cemetery District**

**POSITION ANNOUNCEMENT - District Manager**

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**Desirable Starting Date:** By November 1, 2024

## **To be Considered:**

Candidates must submit a letter of introduction and completed application by email or postal service to:

**Crook County Cemetery District**  
District Manager Hiring Process  
Special Districts Association of Oregon  
PO Box 23879  
Tigard, Oregon 97281

Email: [scarter@sdao.com](mailto:scarter@sdao.com)

**Application Deadline:** 4:00 pm September 20, 2024

Job description and application form are available at [www.sdao.com](http://www.sdao.com)