



Class Title: Cemetery Director

Location: Knoxville, TN

Salary Grade: 109

Monthly Salary: \$3,885.00

Summary:

Under the general direction of the Assistant Commissioner of Tennessee Department of Veterans Services, Cemetery Director directs, administers, manages, supervises, plans, and organizes the operation of two (2) State Veterans Cemeteries. The Cemetery Director has major responsibility for the cemetery and grounds including administration building, committal chapel, and equipment. The Director is involved in directing or performing a wide range of functions including administrative duties, burial and support services, cemetery grounds keeping and perpetual care, facility and equipment maintenance operations, coordinating support group activity, and maintaining an adequate level of supplies. Duties also include consultation with surviving family members and public safety.

Principal Duties and Responsibilities:

1. Directs cemetery operations and assumes accountability for the success of cemetery programs and activities; determines cemetery program goals and recommend plans for organizational changes; monitors the progress of the cemetery toward established goals and periodically evaluates and make appropriate adjustment recommendations; administers general human resources management programs and policies; manages cemetery budgetary requirements in accordance with department directives; enforces laws, regulations, and policies pertaining to safety, conduct and decorum within the cemetery.
2. Oversees the scheduling of interments; manages interments to insure they are accomplished in accordance with Federal, State, locals laws, policies, and procedures; monitors eligibility requirements to determine veterans and dependents eligibility to be interred in a state veterans cemetery; coordinates directly with next-of-kin and funeral home directors to provide desired services.
3. Establishes and manages essential records and required record-keeping systems; insures proper control of deposit and record-keeping for all fees and donations received; maintains and controls inventories; performs oversights of services provided by local agencies.
4. Inspects grounds, buildings, facilities, and equipment for appearance; notes deficiencies and plans for corrections; inspects work performed by contract personnel; determines repair work required to maintain cemetery property; develops priorities and plans for the long term development and improvement of cemetery; directs the development of preventive maintenance schedules, upgrades



and remodels of cemetery equipment; directs subordinates in the maintenance of grave sites, roads, and grounds, including aligning headstones, leveling sunken graves, and planting shrubbery.

5. Promotes the cemetery to expand its target service base; represents the cemetery in matters pertaining to the cemetery; meets with military, Federal, State, and local government agencies, Veterans Service Organizations, public service and fraternal organizations, clergy, local commercial interest groups, local media, and the public to establish and maintain positive relationships.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of increasingly responsible full-time professional experience, qualifying full-time increasingly responsible sub professional experience or professional experience may be substituted for the required education, on a year-for-year basis.

Necessary Special Qualifications: Applicants must:

1. Be a citizen of the United States.
2. Possess a valid motor vehicle operator's license at the time of appointment.

Interested candidates should submit a resume and cover letter to patricia.couk@tn.gov. Please use this email as point of contact if you have additional questions regarding the position. The position will remain posted until January 8, 2016.

Tennessee Department of Veterans Services
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