

NOTICE OF JOB OPENING

The Board of Trustees of the Fair Oaks Cemetery District is accepting applications for the District Manager position. The current District Manager is retiring after serving over 26 years. The preferred candidate has college level core course work in public administration, accounting, business administration or related field, and two years of experience that would indicate possession of the above knowledge and abilities, or any combination of education and experience that provides the equivalent knowledge, skills, and abilities. Knowledge of landscape maintenance and operations, irrigation and small equipment operation is desirable. Experience in the operations of a cemetery is highly desirable. The District Manager must have strong interpersonal skills and the ability to be customer focused when dealing with families. This is an exempt position that serves at the will of the Board of Trustees and is a non-union position.

District Overview: The Fair Oaks Cemetery District operates one cemetery in Fair Oaks. The cemetery is fully landscaped and is irrigated using non-treated water. The district conducts 185+/- burials annually.

Salary and Benefits: The Fair Oaks Cemetery District provides a competitive level salary (DOQ). The District is a member of SCERS (2% @ 62). Medical, AD&D, partial dental, and vision coverage is available for the employee.

Interested candidates should submit the following:

- Cover Letter
- Detailed resume
- Salary history
- Contact information for three professional and three personal (non-family) references. References will only be contacted for top candidates and with prior acknowledgement of the candidate.

Submit the above documents **NO LATER THAN OCTOBER 19, 2018 at 3 PM** to:

By Mail: FAIR OAKS CEMETERY DISTRICT
District Manager Recruitment
7780 Olive St.
Fair Oaks, CA 95628

Further information:

Terri Perrin, District Manager
Tele: (916)-966-1613
Email: terriperrin.focd@gmail.com

Fair Oaks Cemetery District is looking for a part-time person to work M-W-F from 10 am – 3:30 pm. Will perform secretarial work, accounting functions, make funeral arrangements, and maintain records and maps.

Please send your resume to: Terri Perrin, District Manager at terriperrin.focd@gmail.com or mail to 7780 Olive St. Fair Oaks, CA 95628.

The closing date for applicants is Monday, October 1, 2018 at 3 p.m.