

## **Cemeteries Administrator – Community and Corporate Services**

Reporting to the Manager of Community Economic Development, the successful applicant will primarily provide Cemetery Administration including selling plots, regulatory reporting, records management and providing stakeholder support to families, the funeral industry, and the Bereavement Authority of Ontario.

This is a permanent position within the Town of Greater Napanee. The position will work a maximum of 35 hours/week and is eligible for some remote work opportunities as well as approved overtime. This successful candidate for this position should expect occasional after-hours/weekend reports.

### **Responsibilities:**

- Lead the administration of burials including selling plots and investigating other revenue sources such as grants and donations,
- Coordinate with the Cemetery field team to ensure timely information sharing with the funeral industry and families.
- Provide locates for interments and marker installations in the Town's active cemeteries.
- Maintain cemetery records for the purpose of meeting regulatory requirements, records management, and historical research as required.
- Maintain public complaints and administer the municipal portion of investigative process and applicable records.
- Develop fee structures and revisions of cemetery by-laws.
- Provide administrative support to the service area as required; including but not limited to front counter support, and the corporate telephone queue.

### **Qualifications:**

#### Education:

- University Degree or College Diploma in: Business Administration, Geographic Information Systems, Records Management or related fields

#### Experience:

- 1 to 2 years in appropriate field
- Consideration will be to candidates with an equivalent combination of education and experience as described in the cover letter and resume.

#### Skills:

- Exemplary customer service skills – demonstrate empathy for grieving families/sensitivity to bereavement
- Proven research skills

- Ability to read plot plans and maps
- Utilize desktop mapping systems
- Highly organized to manage records and bookkeeping
- Ability to learn and use current, changing and new technology

**Salary Rate: \$51,450 - \$60,202 annually**

Interested applicants should forward a resume and cover letter marked: Cemeteries Administrator File #14-2024, no later than noon, May 10, 2024 to: [hr@greaternapanee.com](mailto:hr@greaternapanee.com)

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants should make their needs known in advance.

We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.