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**MANAGER, NORTH DAKOTA VETERANS CEMETERY**

**SCOPE OF WORK:**

Work involves managing the human, fiscal, and materiel resources, including facilities, grounds, and utilities of the North Dakota Veterans Cemetery.

**DUTIES PERFORMED AT ALL LEVELS:**

- Direct the activities involved in providing burial services according to specified religious customs and procedures.
- Provide information regarding policies and available services to various governmental entities, veteran's service organizations, public service and fraternal organizations, funeral directors, and other interested groups.
- Establish gravesites and supervise preparation.
- Determine eligibility for interment in the Veterans Cemetery.
- Research applicable military regulations for compliance with Veteran standards.
- Coordinate, arrange, and schedule interment; coordinate with local armed service commanders and installations or veteran's service organizations to obtain honor guards as requested.
- Prepare necessary documents on vital statistics; establish and maintain essential records; provide data as requested.
- Participate in special ceremonial and civic events such as Memorial Day and Veterans Day.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**ASSISTANT MANAGER, NORTH DAKOTA VETERANS CEMETERY 0908**

GRADE J

**LEVEL DEFINITION:**

Work at this level involves coordinating the day-to-day operations of the North Dakota Veterans Cemetery.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- May supervise staff.
- Assume responsibility for assigned operational activities in the absence of the Manager.

**MINIMUM QUALIFICATIONS:**

Requires an associate's degree and two years of cemetery, physical plant, facility, or grounds maintenance work experience that included administrative duties and lead work or supervision of staff. Additional work experience as described above may substitute for the degree requirement on a year-for-year basis.

**MANAGER, NORTH DAKOTA VETERANS CEMETERY**

**0909**

GRADE L

**LEVEL DEFINITION:**

Work at this level involves overall management of the North Dakota Veterans Cemetery.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Collaborate with veteran organizations regarding cemetery development and future needs.
- Process burial denial cases.
- Plan and arrange special ceremonial and civic events such as Memorial Day and Veterans Day.
- Develop, establish, administer, monitor, evaluate, and revise cemetery policies and services; make recommendations for organizational changes to the Director of Facilities Engineering.
- Analyze budget requirements and monitor expenditures.
- Participate in determining needs, layout, planning, and preparation of construction projects; review plans and prioritize projects; collaborate with suppliers, architects, contractors, and other officials to plan and oversee major construction projects.
- Procure materials, equipment and services; direct required maintenance; control inventory.
- Solicit, maintain, and supervise an adequate number of volunteers to assist with mowing and groundskeeping activities; maintain and verify accuracy of volunteer records and data input to ensure proper workers' compensation coverage.
- Hire, train, supervise, and evaluate staff; prepare monthly timesheets for cemetery staff and submit to payroll; track all costs and expenses; maintain records and expenses for budget planning.
- Create, update, and maintain donation records for ND Veterans Cemetery Foundation; serve as contact person for all information requests.
- Supervise maintenance of cemetery grounds, buildings, irrigation systems, vehicles, and equipment; administer long-term maintenance programs; determine repair work required and methods to accomplish repairs and replacements.
- Represent the North Dakota Veteran's Cemetery at state and national meetings, conferences, training sessions, and events.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration, or a field closely related to the concentration of duties and two years of cemetery, facility, or physical plant operations work experience that included developing policies and procedures, administrative duties, supervision of staff, and overseeing grounds and maintenance work. Additional work experience as described above may substitute for up to two years of the degree requirement on a year-for-year basis.

Eff. Date: 01/97

Rev: 09/01 - Updated duties, level of accountability and grade.

Rev: 12/06 - Updated duties and minimum qualifications; added a lower level.

Rev: 01/12 - Changed title; updated duties and minimum qualifications.

Rev: 07/12 - Conversion to Hay System.

Rev: 08/12 - Updated duties, minimum qualifications, factoring, and grades.