

GUAM VETERANS CEMETERY ADMINISTRATION OFFICER**NATURE OF WORK:**

This is administrative and operation cemetery work. Employees in this class supervise the administrative and maintenance personnel and involve frequent contact with families and individuals in various stages of bereavement.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs the operation and maintenance of the Guam Veterans Cemetery.

Plans, schedules, supervise and review the work of the Guam Veterans Cemetery staff.

Determines program goals and develops or recommends plans for the cemetery. Sets policies and procedures for the cemetery and establishes operational guidelines. Enforce laws and regulations pertaining to conduct and decorum within the Guam Veterans Cemetery.

Participates in the development of budget; monitors expenditures; recommends and/or initiates cost-saving measures; apply for federal grants for the Guam Veterans Cemetery.

Develops and negotiates contracts for cemetery operations, maintenance and construction projects.

Oversees the purchasing, storage and issuance of supplies and equipment for the cemetery.

Establishes gravesites based on approved plans and prepare graves.

Determines eligibility of veterans and their dependents for interment at the Guam Veterans Cemetery by examining burial request application and assigns interment sites.

Provides information and addresses questions and complaints concerning eligibility criteria for interment and other requirements and benefits of the State Veterans Cemetery Program to veterans and their families, government officials, military personnel, veterans' organizations, civil groups, funeral directors and the public.

Arranges, coordinates and schedules interment services, coordinates funeral honors with the various armed forces branches for burial details, coordinates with funeral homes regarding veterans and their dependents, schedules opening and closing of graves, represents the Office of Veterans Affairs during interment services, presents flags to next of kin.

GUAM VETERANS CEMETERY ADMINISTRATION OFFICER

Page 2 of 3

Plans cemetery ceremonies conducted by veterans, civil, fraternal or patriotic organizations and groups.

Establishes and maintains records and required record keeping systems of interment related activities; prepares interment data reports and reimbursement requests for the National Cemetery Administration and submission of request for Presidential Certificate.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of management and administrative principles and practices.

Knowledge of governmental budgeting, fiscal management, grants and contract management.

Knowledge of principles, methods and techniques of cemetery administration.

Knowledge of the National Cemetery Administration policies and procedures.

Knowledge of the Department of Veterans Affairs benefits programs.

Knowledge of turf management programs and resources, facilities and equipment maintenance.

Knowledge of bereavement process.

Ability to develop and administer programs and activities of a cemetery operation.

Ability to develop and administer comprehensive cemetery maintenance and operational plans.

Ability to collect data, prepare reports and maintain records.

Ability to establish and maintain effective working relationships with others.

Ability to respond tactfully and appropriately to stress related behaviors.

Ability to communicate effectively, orally and in writing.

GUAM VETERANS CEMETERY ADMINISTRATION OFFICER

Page 3 of 3

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of administrative experience in the operation and maintenance of a cemetery and one (1) year supervisory experience and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social science or related field; **OR**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities or skills.

ESTABLISHED: MAY 2010

PAYGRADE: N
STEP 1: \$31,064
STEP 10: \$46,596

HAY EVALUATION:	KNOW-HOW:	E 1 2	230
	PROBLEM SOLVING:	E 3 (33%)	76
	ACCOUNTABILITY:	D 2 C	<u>87</u>
	TOTAL POINTS:		393



FELIX P. CAMACHO
GOVERNOR OF GUAM



LOURDES M. PEREZ, DIRECTOR
DEPARTMENT OF ADMINISTRATION