



Catholic Cemeteries of the Diocese of Providence



Assistant Director

Purpose:

- Assist the Director with the oversight of daily operations throughout the Cemeteries system.

Responsibilities:

- Ensure that all deceased persons are given a dignified Christian burial.
- Assist the Director in the planning, development, and preparation of the yearly & projected corporate capital budget as well as studies on:
 - Mausoleum
 - Industry trends
 - Utilities
 - Vendor comparisons
 - Cemetery lot layout & design
 - Purchasing and equipment turnover planning
 - Staffing assessment
 - System policies & procedures
 - Past practices
 - Local cemetery interaction
- Maintain the integrity and accountability of Catholic Cemeteries' hierarchy
- Hold all Lead Foremen responsible for the proper distribution of funeral duties to their staff.
- Respond to all requests and concerns with respect & compassion to the bereaved families, visitors, and funeral directors, consistent with the mission & values of the Church
- Communicate effectively with Superintendent & all supervisors on a daily basis ensuring daily staffing at all cemeteries daily & Saturdays.
- Oversee daily funeral operations to ensure that all are being completed efficiently, properly, & respectfully, creating the proper aesthetic appearance (pre- and post-interment).
- Visit various cemeteries to observe family concerns for explanation, rectify, etc.
- Be able to review & determine the necessity of affidavits, proper lines of heirship for signature, and formulate the proper documents, including create those for any out of the ordinary situations (*with Catholic Cemeteries legal department*).
- Coding, review, & approve invoices to be paid.
- Approves all monument applications.
- Maintain records of any accidents/incidents throughout Cemeteries properties. Have all individuals & witnesses involved complete & submit accident and incident reports as soon as possible. Follow up with insurance companies and individuals.
- Prepare field payroll for Director review.
- Address employee concerns & union grievances in a respectful & professional manner.
- Complete all field employee personnel paperwork for submission to the Chancery offices and personnel files.

- Review and process, Overtime, Attendance (*including sick, vac., etc. logs*), and OSHA hours reports, and subsequent verifications with Fiscal.
- Order, distribute, and inventory supplies for all cemeteries
- Monitor all work of outside contractors.
- Rhode Island Cemetery Association representative
- Continue education through conferences.
- Assist the Director in the planning and development of the cemeteries.
- Ensure that all policies, practices, and procedures are conducted in a manner consistent with the mission and values of the Catholic Church, Diocese of Providence, & Catholic Cemeteries.

Education & Experience:

- High School Diploma; some college preferred. Minimum five years of field experience preferred, and an additional 5 years of managerial experience. Experience in management & with union personnel.
- Professional skills that are a must:
 - accountability
 - working familiarity of computer systems
 - working knowledge of Word & Excel
 - writing skills
 - organization
 - scheduling
 - data management

Personal Characteristics:

- Respectful of others; team orientated; flexible; friendly; ability to manage with fluid versatility; possess good analytical & problem solving skills. Effective communication skills.
- Uphold the mission and promote the ministry of Catholic Cemeteries.

Reviewed by: _____
Director

Accepted: _____
Employee

Date: _____