



## NM VETERANS CEMETERIES INTERMENT ADMINISTRATOR

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### **General Summary**

The Cemetery Interment Specialists perform the primary duties of opening graves, interring remains and closing the grave for a burial.

### **NM Veterans Cemeteries Administrator**

**Jobcode: C3004**

**Pay Band: 70**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

This is the administrator level of the Cemetery Specialist classification.

### ***Recommended Education and Experience for Full Performance***

Bachelor's Degree in Business Administration, six (6) years of experience in cemetery operations.

### ***Minimum Qualifications***

Bachelor's Degree in Business Administration, four (4) years of experience in cemetery operations.

### ***Essential Duties and Responsibilities\****

- Plans, coordinates and directs the administration of State Veterans Cemetery Program and is responsible for developing and implementing administrative policies related to the Program's resources, finances and human capital.
- Manages, leads, and supervises local veteran cemetery teams to ensure that veterans and their families are honored with commemorative memorials that represent the nation's appreciation of their service.
- Develops and implements policies and procedures for and oversees statewide cemetery operations including personnel management functions (e.g., hiring, training and appraisal).
- Identifies and supports funding for personnel and equipment resources necessary to operate and maintain state veterans cemeteries.
- Establishes and maintains the Standard Operating Procedures Manual for the operation and maintenance of State Veterans Cemeteries.
- Ensures State Veterans Cemeteries meet VA National Cemetery Administration operational standards and measures.
- Prepares reports for the State and VA oversight.
- Promotes the cemetery to the community and expands its target service base.

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**Bargaining Unit:** Not Represented

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Must complete National Cemetery Administration training within the first twelve (12) months of date of hire.

**Working Conditions:** Work is performed in an outdoor setting: late hours, weekends, on-call and callback work may be required. May be exposed to inclement weather. May be exposed to regular periods of video

display terminal and keyboard usage and stressful situations. Travel may be required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

**Established:** 10/23/2015

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*