

**CLASS TITLE:**

**CEMETERIES DIRECTOR**

**Class Code: 02547800**

**Pay Grade: 28A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, develop, coordinate and administer comprehensive programs for the efficient operation of the Rhode Island Veterans Cemetery; and to engage in planning, coordinating and directing an extensive program involving the restoration and preservation of all Rhode Island Historical Cemeteries; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for results obtained and for conformance to established goals, guide lines and policy.

**SUPERVISION EXERCISED:** Plans, directs, coordinates and reviews the work of subordinates; reviews work in process and upon completion for compliance with prescribed procedures and directives.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, develop, coordinate and administer comprehensive programs for the efficient operation of the Rhode Island Veterans Cemetery; and to engage in planning, coordinating and directing an extensive program involving the restoration and preservation of all Rhode Island Historical Cemeteries.

To assist in formulating and executing administrative procedures by which eligibility for interment in the R.I. Veterans Cemetery can be defined and checked, and to coordinate activities required for each interment.

To assist in developing and to oversee the execution of a land use plan for the Rhode Island Veterans Cemetery, involving the effective utilization of buildings and the preparation of burial plots.

To coordinate memorial exercises, functions and activities held at the Rhode Island Veterans Cemetery and at Historical Cemeteries.

To be responsible for the maintenance, security, and upkeep of cemetery grounds, including general custodial and repair work and implementation of a landscaping plan.

To cooperate with veterans, citizens, and governmental organizations interested in the general improvement of the facilities and activities of the RI Veterans Cemetery and in the condition of RI Historical Cemeteries.

To coordinate a program of restoration and documentation of the States' burial grounds, including the clean up of abandoned and neglected cemeteries, the cataloging of gravestone inscriptions, the restoration of historic and artistic gravestones, and a complete survey of all burial grounds in the state.

To examine existing legislation concerning R.I. burial grounds and to suggest refinements and improvements.

To assist educators in developing programs by which students can benefit from the historical and artistic aspects of R.I. burial grounds.

To provide veterans and their families with death benefit information, including the distribution of State headstones and markers and the flag program for appropriate decoration of veterans' graves.

To be responsible for maintaining a permanent register of all deceased R.I. Veterans, including their place of interment and the war in which they served.

To assist in the formulation of grant proposals, the agency budget, and the annual report.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the principles, practices and techniques involved in the day-to-day operation and maintenance of a cemetery; a thorough knowledge of State legislation pertaining to veterans' graves and cemeteries; a working knowledge of the techniques required in cataloging and restoring historic burial grounds; the ability to identify and utilize all community, governmental, public and private groups and organizations interested in the condition and welfare of veterans and historic burial grounds; the ability to maintain an effective public relations program with veterans' organizations, the public, and other government agencies; the ability to prepare budgetary estimates and grant proposals; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in education, art and business administration; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving cemetery management, restoration and preservation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 2, 1978

Editorial Review: 3/15/2003