



Diocese of Laredo

Job Announcement

Posting Date: January 12, 2024

Application Deadline: Until Filled

Position: Cemetery Director	FLSA Status: Exempt
Minimum Requirements: Associates Degree in Business Administration or related field. Managerial and administration experience of at least two years. Strong organizational skills with the ability develop long range plans. Ability to commit to the corporal works of mercy, providing a ministry of service to grieving families. Catholic/Christian values with a respect for the beliefs and rituals of Catholic burials. Must be able to work independently, exercise discretion confidentiality and sound judgment. Have strong command of QuickBooks, Excel, Word, and Power Point Knowledge and experience in staff supervision and leadership practices. Ability to create and implement budget and generate accounting reports.	
Location: Our Lady of Refuge Cemetery	
Position Status: Full-Time	Work Schedule: Mon-Fri., work non-standard hours and days, as needed, some week-end work

Position Summary: Directs the day-to-day overall operation of the Our Lady of Refuge Cemetery to assure it is fiscally self-sustaining and operated in accordance with civil and church laws, guidelines and appropriate standards in order to perform proper Christian burials.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Formulates and administers cemetery policy and services under the authority of the Our Lady of Refuge Pastor.
- Directs cemetery program and coordinates, through subordinate personnel, activities of workers engaged in providing burial services and maintaining cemetery grounds.
- Analyzes and coordinates budget estimates and regulates expenditures to administer budget.
- Directs overall administration of personnel policies relating to employment, work assignments, personnel evaluation, training and termination of staff.
- Reviews and resolves complaints and problems involving service, claims of ownership and other legal matters with administration.
- Directs subordinates to arrange details for burial services, for example: site of burial, digging of grave or opening of crypt, and placement of equipment and protective covering.
- Trains and directs staff regarding burial arrangements.
- Participates in layout, planning and preparing paperwork on construction projects.
- Confers with suppliers, architects, contractors, paving company officials, and plumbers to plan and oversee major projects
- Supervises Our Lady of Refuge Cemetery sales staff for selling of headstones, monuments, and monument labor.

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For employment application visit www.dioceseoflaredo.org

Office of Human Resources-Diocese of Laredo

1901 Corpus Christi St.

Laredo, Texas 78043

(956) 727-2140

Benefits for full-time employees include shared cost medical and dental, plus retirement and life insurance, paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Temporary employees do not qualify for benefits. Unique opportunities to participate in staff spiritual retreats, mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement