Employment Opportunity – Atascadero Cemetery District Manager

The current Atascadero Cemetery District Manager is retiring May 15, 2026. The Board of Trustees is now accepting resumes for this position. The interview process will be scheduled in November/December of 2025. The start date of the successful candidate will be scheduled no later than April 1, 2026, to allow for a smooth transition.

The Atascadero Cemetery is a Special District public entity located in the County of San Luis Obispo. The District Manager position is an at will, exempt employee under the direction of a 3-member Board of Trustees and is directly responsible for implementation and adherence to Board policy, rules and regulations.

The Atascadero Cemetery processes an average of 75 burials per year and pre-needs. Pre-needs are being sold on a limited basis until the opening of an expansion area that is expected to be completed in 3 to 5 years. The District Manager serves as the Project Manager and ensures compliance with the prevailing wage and the public bidding process. The staff consists of 3 grounds crew. The District Manager is responsible for all burial paperwork, selection and scheduling along with all banking and financial duties including payroll and tax reporting. The District Manager prepares the agenda, board packet and acts as the Board Secretary. The Atascadero Cemetery banks with the County of San Luis Obispo and the District Manager works closely with the county on the budgeting process, warrants and deposits. The District Manager maintains and provides all documentation to the Auditors for the annual audit and all Federal and State taxes, pension payments and reporting. The District Manager maintains all cemetery records and required benefits, human resources and bookkeeping files. The District Manager maintains the one-person office and close attention to scheduling is required to ensure service to the public is not disrupted due to time out of the office. Electronic access to voice mail, email and the burial system while out of the office is required.

Qualifications for the position include:

A strong work ethic and self-motivation. Must possess and maintain a valid California Driver’s License. The ability to work with the public in extreme times of grief. Compassion is a must. Proficient in oral and written communication skills. Proficiency in computer and accounting functions, Word, Excel and the ability to learn and use the PlotBox Burial System. Ability to maintain the website with Streamline. Regular attendance in the office is a must. Attendance is required at all monthly Board meetings. An above average understanding of governmental budgeting is highly desirable. Experience in bookkeeping, project management, human resources including processing payroll and benefits. Writing of policy and procedure. Attendance at CAPC, PCA, GSRMA and CSDA meetings and conferences held around the state are required for ongoing education.

Minimum requirements:

High School Diploma, Previous public employment, Experience in bookkeeping, Experience in supervision. Public Cemetery experience is a plus.

Physical requirements:

Able to sit for long periods of time in the office. Able to access all areas of the grounds when meeting with families to view locations for purchase of burial rights.

Work schedule and compensation:

The starting annual salary is $95,000 and is negotiable.

In the office Monday through Friday 8 to 4:30, Available by cell phone 24/7

CalPERS retirement 2% at 62

Employer paid Health and Dental

District paid Holidays, Sick and Vacation accruals

Cell phone reimbursement and District Vehicle