

Public Cemetery District #1 of Kern County

District Manager

***** Job Announcement *****

The Public Cemetery District of Kern County, Shafter/Wasco, CA, is accepting applications of interest for an experienced District Manager. This position reports to the Board of Trustees to provide leadership and oversight; ensure the mission and core values of the organization are demonstrated in service to employees, clients, and the community. Since 1923, the District has provided burial and interment services which meet the cultural, religious, and eco-social needs of the community. The highly desired candidate will have a demonstrated track record of excellence in strategic planning, fiscal management, and human resources management.

Essential duties include, but are not limited to:

- Develop strategic plans - annual budgets, capital improvements in collaboration with the Board of Trustees
- Ensure sound operations and efficiency in compliance with local, state, and federal codes/guidelines.
- Lead and supervise employees; perform all human resources related functions.
- Ensure operational and financial stability; prepare general reports, fiscal reports, and projections.

Qualifications:

- Bachelor's degree in finance, Business or Public Administration, or a related discipline.
- A minimum of five (5) years' experience in executive-level management, interment services preferred.
- An equivalent combination of experience and education will be considered.
- Skill in financial and record-keeping practices, including compliance to applicable laws and regulations.
- Ability to set operational, grounds and facilities standards; establish policy and implement programs.

- Knowledge of human resources guidelines and laws. Ability to lead employees and direct their work.
- Proficiency in Microsoft Office Suite; various software and computer systems.
- Ability to prioritize multiple tasks under pressure of competing deadlines. Must be highly organized.
- Excellent public relations, written, verbal and interpersonal communication skills.
- A valid California Driver's License.

Position offers a competitive salary and an Employee Benefits package.
An Equal Opportunity Employer.

Applicants need to submit:

- District application form
- Resume
- Three letters of reference

Application deadline: January 9, 2026.

Submit by mail to:
Kern County Cemetery District #1
P. O. Box 354
Shafter, CA 93263
(661) 746-3921

Physical submission at:
Kern County Cemetery District #1
18662 Santa Fe Way
Shafter, CA 93263
(661) 746-3921