Greater Napanee
GREATER FOR MANY REASONS

Cemetery Administrator – 1 Year Temporary – Executive Services

Reporting to the Director of Legislative Services / Clerk, the successful candidate will be responsible for coordinating plot sales and burials, regulatory reporting, administrative support, customer service, and records management of the municipally owned and licenced active and inactive cemeteries. This position works closely with the local funeral industry, bereaved families, and internal departments to support the effective operation of municipal cemeteries. This is a one-year temporary position working 35 hours per week.

Duties Include:

- Selling interment rights, niches, memorial products, and cemetery services;
- Scheduling and providing locates for burials, interments, and marker installations;
- Digitization and preservation of cemetery records, including interpretation and verification of historical records;
- Travelling to municipal cemeteries to perform locates and records verification;
- Acting as a resource for lot owners, families, funeral directors, monument companies, and the public regarding cemeteries under the Town's license and applicable rules and regulations;
- Providing administrative support for cemetery operations; and
- Processing the exercise and transfer of purchased interment rights.

Qualifications:

- Post-secondary education in Public or Business Administration, Records Management, Cemetery Services or a related field
- 1-2 years of relevant experience in a related field
- Ability to obtain a Cemetery Sales Representative License
- Prior experience in a municipal or cemetery administration environment is preferred
- Proficiency with Microsoft Office and computerized record management systems
- Strong administrative experience and organizational skills with the ability to work with accuracy and attention to detail
- Strong interpersonal skills, with an ability to deal tactfully, courteously, and effectively with members of the public in a professional manner

Work Conditions:

- Primarily office environment working conditions, with approximately 20% of work time spent on site at cemetery properties in variable weather conditions.

Salary Range: $57,919 – 67,758 (2026 rate), based on 35 hours per week.

Interested applicants should forward a resume and cover letter marked: Cemetery Administrator File #24-2026, no later than noon, November 13, 2026 to: hr@greaternapanee.com. Applications should be submitted as one document (PDF Preferred) with the file name Last Name, First Name - Competition number (Ex: Doe, Jane - #24-2026).

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants should make their needs known in advance. We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.