**June 10, 2025 – Agenda Background**

**New Business: F. Consideration of Hiring a Part-time Office Assistant:**

Recommend the hiring of a **part-time Office Assistant** to help support the District’s increasing administrative needs. This position would provide vital assistance with day-to-day operations including clerical work, customer service, records management, scheduling, and general office s

In addition to ongoing responsibilities, this role is especially important as the District begins exploring the implementation of a **new cemetery software system** with integrated records management. The **Unclaimed Graves Project** continues to require focused attention for research, documentation, and accurate data entry. Additionally, the **potential administrative separation from the County** will demand increased coordination and support during the transition process. A part-time Office Assistant would allow staff to maintain steady progress on these critical initiatives while ensuring the continued efficiency of day-to-day administrative operations.

The proposed position would be scheduled for **25 hours per week at a rate of $20.00 per hour**. This modest investment would significantly improve internal efficiency and the District’s ability to meet service expectations.

**New Business: G. Consideration of Hiring a Part-Time Groundskeeper:**

Recommend the hiring of a **part-time Groundskeeper** to support the ongoing maintenance and presentation of our District cemeteries. This proposal is in response to a noticeable gap in the completion of smaller—but essential—tasks that contribute to the overall appearance, safety, and dignity of our cemetery grounds.

While our current staffing model addresses core maintenance and operations, the increasing workload has made it difficult to consistently complete detail-oriented tasks in a timely manner. These include:

* Weed control along fence lines, pathways, and grave areas.
* Cleaning memorial decorations of headstones.
* Routine maintenance and cleaning of cemetery buildings.
* Providing additional support during burial services.
* Ongoing beautification efforts and special projects (Veteran Flag Placement – Memorial Day, 4th of July, Veteran’s Day and Wreaths Across America..

These responsibilities are critical to maintaining the standard of care and respect that our community expects from the District, especially given the public and sensitive nature of our facilities. A part-time Groundskeeper would allow us to distribute these tasks more effectively, reduce strain on current staff, and ensure that both the day-to-day and long-term upkeep of the cemeteries remains a priority.

The proposed position would be **25 hours per week at a rate of $17.00 per hour**. This added support would help maintain the appearance, safety, and overall care of District cemeteries.

Thank you for your consideration of these request. I welcome your input and am happy to provide further details or answer any questions during the upcoming meeting.