

SNYDERVILLE BASIN CEMETERY DISTRICT

ANNOUNCEMENT OF OPENING FOR PART-TIME CONTRACT POSITION:

Administrative Assistant

Organization

The Snyderville Basin Cemetery District is a special district in Summit County, Utah, charged with developing and operating a new cemetery in the District territory. It is currently in the process of identifying a site for the cemetery and planning for development and operation.

The District is governed by a five-member board of directors who meet monthly. Funding for the District comes from a property tax approved by the County Council in 2024. There is currently no staff and no physical office for the District. Ultimately, the District plans to hire an Executive Director (General Manager) and other staff members to operate the cemetery when it is completed. In the meantime, the board is looking to contract with an individual to handle administrative matters and record-keeping.

The Position

- Part-time, anticipated 5-10 hours per week on average. (Hours will be greater in the week leading up to a board meeting or public event.)
- Duties include:
 - Preparing for (and attending) board meetings, including posting notices online, producing the agenda and supporting materials under the direction of the Board Chair
 - Working with the Board Clerk to put minutes into final form and post them online
 - Assisting the Board Treasurer with banking, payments, financial record-keeping and submission of required compliance reports
 - Assisting the Board Chair in communicating with consultants and other agencies
 - Posting information on the District website and sending information to local media
 - Handling incoming communications from citizens and other interested parties
 - Maintaining files of correspondence and other records
 - Assisting with developing presentation materials for public hearings and events
- Desired qualifications:
 - Clerical or administrative experience in a public agency or a comparable nonprofit organization
 - Familiarity with Summit County
 - Knowledge of common business software applications
 - Experience with the use of social media and websites
- Compensation:
 - \$30 per hour

Submit resume to dwhitehurst.sbcd@gmail.com by **June 15, 2025**.