

# National Cemetery Administration

Job Title: CEMETERY ADMINISTRATOR (CEMETERY DIRECTOR INTERN)

Department: Department Of Veterans Affairs

Agency: Veterans Affairs, National Cemetery Administration

Job Announcement Number: NCA-14-028-1043214-VAE

SALARY RANGE: \$39,179.00 to \$75,376.00 / Per Year  
OPEN PERIOD: Monday, March 03, 2014 to Monday, March 10, 2014  
SERIES & GRADE: GS-1630-07/11  
POSITION INFORMATION: Full Time - Permanent  
PROMOTION POTENTIAL: 11  
DUTY LOCATIONS: 15 vacancies in the following location:  
Saint Louis, MO  
WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)  
SECURITY CLEARANCE: Public Trust - Background Investigation  
SUPERVISORY STATUS: No  
JOB SUMMARY:  
[About the Agency](#)

**Our Mission:** To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?  
As a VA professional, your opportunities are endless. With many openings in the multiple functions of VA, you will have a wide range of opportunities and leadership positions at your fingertips. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to Veterans through the Benefits Administration and National Cemeteries. VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. For more information on the Department of Veterans Affairs, go to <http://www.vacareers.va.gov//>

**Special Employment Consideration:** VA encourages persons with disabilities to apply, including those eligible for hiring under 5 CFR 213.3102(u), Schedule A, Appointment of persons with disabilities [i.e., intellectual disabilities, severe physical disabilities, or psychiatric disabilities], and/or Disabled veterans with a compensable service-connected disability of 30% or more. Contact the Agency Contact on the last page of the JOA for information on how to apply under this appointment authority via the Selective Placement Coordinator.

#### TRAVEL REQUIRED

- Occasional Travel
- (5-10) PERCENT TRAVEL

#### RELOCATION AUTHORIZED

- Yes
- RELOCATION IS AUTHORIZED; AVO MAY BE AUTHORIZED.

#### KEY REQUIREMENTS

- You must be a U.S. citizen to apply for this job.
- Subject to a background/suitability investigation.
- Physical examination required.
- Current SF-50 with grade/step information required at time of application.
- Probationary period required.
- Mobility, Continued Service, and Training Agreements required.

**DUTIES:**

The National Cemetery Administration (NCA) honors Veterans and their families with final resting places in national shrines and lasting tributes that commemorate their service and sacrifice to our Nation. The NCA vision is to be the model of excellence for burials and memorials for our Nation's Veterans and their families. The NCA Cemetery Administrator Intern, GS-1630-7/9/11, program is a year long, resident internship, which prepares individuals to become National Cemetery Administrator Interns. The internship curriculum focuses on leadership and cemetery management and operations. The incumbent serves as a Cemetery Administrator Intern at the Department of Veterans Affairs (VA) National Cemetery Training Center in St. Louis, MO. The Cemetery Administrator Intern receives comprehensive training in cemetery operations that enables eventual assumption of independent responsibility for an assigned cemetery. The incumbent will perform tasks independently and in a team setting to include the accomplishment of a group capstone project. Assigned tasks are carried out with greater independence as advancement is made through the various phases of the training cycle. Upon successful completion of the program requirements, graduation, and appointment, the Cemetery Administrator Intern is assigned as a Cemetery Director, Assistant Cemetery Director, or Assistant to the Cemetery Director at one of the VA national cemeteries nationwide. As a Cemetery Administrator, the incumbent will direct the overall day-to-day operation of the cemetery to include scheduling all interments, preparation and closing of all graves, placement of temporary and permanent markers, maintenance of all gravesites, roads, grounds, and landscape. Responsible for administrative operations of the cemetery to include verification of eligibility for interments, making arrangements for committal services, maintaining all property accounts, time and leave records, records management, and the preparation of recurring and special reports. Establishes performance standards, evaluates the performance of employees and carries out Equal Employment Opportunity policies and program activities.

Develops studies and analyses of cemetery operations to determine personnel requirements to make modifications and improvements needed for more effective operation and to define trends. Prepares, submits and defends budgetary requirements; maintains all related reports and records to ensure all expenditures are substantiated by complete justification. Develops statements of work and controls over work, inspects work, authorizes payment, and is responsible for those contracts initiated by the cemetery for work associated with the administration of the national cemetery. The incumbent is responsible for promoting the cemetery, expanding its target service base and for representing VA in the local community.

Work Schedule: Typically, 8:00am to 4:30pm, Monday through Friday; Interns should anticipate extended work hours.

Position Description Title/PD#: GS-1630-7; PD#13006A; GS-1630-9; PD#13007A; GS-1630-11; PD#13008A.

Relocation is authorized for this position; Appraised Value Offer (AVO) may be authorized. Permanent Change of Station (PCS) VA Financial Services Center (FSC) Link: <http://vawww.fscdirect.fsc.va.gov/pcs.asp>

**Note 1:** The full performance level of this position is the GS-1630-11. A trainee may receive career-ladder promotions through the intermediate grade(s) to the target grade level. Promotion to the next higher grade is not guaranteed and depends on: (a) the selectee's demonstration of the ability to perform the duties of the next higher grade to the satisfaction of the supervisor; and (b) the availability of enough work at the next higher grade. Meeting the minimum qualification requirements and time-in-grade requirements for a higher grade in a career ladder is, of itself, only an indicator of eligibility, not an absolute guarantee for such a promotion; **Note 2:** The Cemetery Administrator Intern spends (10) or more weeks away on travel and (46) percent of the year-long program training in the field; **Note 3:** The successful incumbent will be required to sign a mobility agreement, a continuous service agreement, a trainee training agreement, and undergo a physical examination; **Note 4:** A background in mortuary affairs, funeral home, or cemetery experience is not a requirement for application; **Note 5:** KSA essay type responses are not required; however, a detailed federal resume is required to assess the