

**MAJOR FUNCTION**

This is specialized administrative and professional work in coordinating the operations of the 9-hole and 18-hole municipal golf courses operated by the City. Work involves responsibility for planning, organizing and directing a staff of employees engaged in the operation and maintenance of the golf courses including the promotion and scheduling of golf activities, the operation of various concessions, and the maintenance of proper playing conditions of the courses. Work of this class requires extensive public contact involving the exercise of considerable judgment and initiative. Duties include the selection, promotion, placement, training, safety and discipline of assigned personnel. Work is performed with considerable independence under the general direction of the General Manager-Utility Services. Work is reviewed through inspections, conferences, analysis of reports, observations, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, promotes, conducts and evaluates the total golf program at the 18-hole and 9-hole municipal golf courses. Responsible for marketing and public relations for golf course programs. Prepares and administers annual budget. Interprets and enforces policies, rules and regulations of the facilities, the Utility Services Department, and the City. Hires, trains, schedules, supervises, and evaluates personnel. Recommends transfers, promotion, grievance resolution, discipline, and discharge of staff. Conducts performance evaluations and makes recommendations for approval or denial of merit increases. Supervises Golf Course Supervisors, coordinates the maintenance functions in relation to the operations. Orders equipment, supplies, and other essential materials needed for operations and maintenance. Coordinates the purchase of pro shop supplies and merchandise to be sold and determines mark up and profit margin. Oversees cash receipts and safekeeping of same according to established written policy. Responsible for financial reporting. Schedules and assists in conducting tournaments, clinics, and other special programs. Conducts annual division inventory. Insures division's compliance with the City's Equal Opportunity initiatives and related federal and state laws. Recommends to the General Manager-Utility Services fees for various golf course programs. Handles complaints and inquiries from the public. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Extensive knowledge of the rules and regulations of golf. Extensive knowledge of municipal golf course operation. Thorough knowledge of the objectives, principles, and administration of municipal golf programs. Thorough knowledge of supervising principles and practices. Considerable knowledge of budgetary development and administration. Considerable knowledge of the maintenance aspect of golf course operation. Ability to effectively develop a golf program with a broad public appeal. Ability to schedule, organize, and conduct tournaments, clinics, and special events. Ability to communicate clearly orally and in writing. Ability to train, instruct, supervise and evaluate employees in a manner conducive to full performance and high morale. Ability to deal skillfully and tactfully with the general public. Ability to establish and maintain effective working relationships as necessitated by the job. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in leisure services, physical education, recreation, business or public administration, or a related area and four years of administrative experience that includes the management of an 18-hole golf course complex, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Professional Golfers' Association (PGA) membership and possession of a current Class "A" card required.

Must possess a valid Class E State driver's license.

Established: 01-07-87

Revised: 04-05-89

04-19-04\*

04-30-08

11-02-09\*

11-02-13

12-31-16