

JOB TITLE: GOLF SHOP MANAGER (Salaried: Exempt)

ACCOUNTABILITY: Under the direction of the Public Properties Director

JOB SUMMARY: Responsible for the management and operation of municipal nine hole golf course (seasonal 7-day a week), including clubhouse, pro shop, and concessions area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Collects green fees, reserves tee times, schedules, coordinates and supervises leagues (including computer generated handicapping, tournaments and special events); promotes the golf course and encourage play; oversees the concession stand, including ordering food and beverages and maintaining snack bar inventory; schedules golf events; performs cart maintenance; schedules rentals; establishes programming; explains and enforces golf rules and regulations; balances cash drawer and makes daily bank deposits; maintains and cleans the clubhouse, including restrooms, basement, storage rooms and exterior patio; identifies and advises the Public Properties Director regarding building and facility maintenance; works closely with Golf Course Superintendent on special events and feedback from golf players; supervises and schedules seasonal part-time personnel; performs personnel evaluations and assists in employee recruitment, training, hiring and discipline; requisitions, prices, and maintains inventory of materials, equipment and supplies; assists in annual budget preparation and monitors revenues and expenses to ensure budget compliance; regular and reliable attendance; other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists in the development of long and short-term golf course improvement plans; prepares reports and maintains records; responds to citizen inquiries, complaints and information requests; compiles and maintains program mailing lists; completes and files accident/incident forms; develops and implements safety and training programs; assists public and answers and directs phone calls; represents the City at activities or functions to market golf course.

KNOWLEDGE/SKILLS/ABILITIES: Good oral and written communication skills to effectively communicate on a daily basis with the public, employees, volunteers, City Officials, and other city departments; high degree of organization skills; thorough knowledge and understanding of: golf course principles, etiquette, concepts and techniques, objectives, practices and procedures for the administration of a public golf course; good hand-eye coordination; basic computer skills, specifically, MS Office; basic mathematical skills; ability to: plan, execute and evaluate programs on a continuing basis; manage conflict; operate equipment (computer, photocopier, fax machine, postage meter, credit card system, security system, public address system, snack bar equipment, golf cart and cash register); work indoors and outdoors year-round; work in recreation and construction sites with exposure to dust, noise and hazards; sit, stand, walk, bend, stoop, kneel, crouch, crawl, climb, reach, finger and handle objects; focus and maintain close, distance and peripheral vision with depth perception; lift up to 50 pounds; work varying schedules, including early mornings, evenings, weekends and holidays.

MINIMUM REQUIREMENTS: Graduation from high school or equivalent. Five (5) years of experience in playing golf; two (2) years of experience in supervising employees; possess a valid driver's license; certified as a PGA Class A-Golf Pro by the Professional Golfers Association is preferred.

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