

CITY OF SALINAS

GOLF OPERATIONS MANAGER

BARGAINING UNIT/CLASS CODE:

AMPS / J07

DEFINITION

Under direction, to perform responsible professional work in planning, directing, and supervising the daily activities of a comprehensive golf program for the City; responsible for the supervision and management of the operation of City of Salinas golf course(s).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation-Park Superintendent. Exercises direct and/or indirect supervision of the full and part-time Golf Course staff depending on assignment.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plan, implement, supervise and evaluate comprehensive golf programs in the City. Determine program content and the methods used in providing programs and services for golfing community. Assist in the selection, training and supervising of staff and/or volunteers. Supervise and evaluate the work performed by vendors for compliance with service agreements. Serves as liaison with individuals, community groups and advisory groups to assure that programs and activities are meeting changing needs of the golfing community. Prepare and administer annual budget for the Municipal Golf Courses within the City. Monitor revenue and expenditures of personnel, supplies, and equipment and concessionaires and provide regular reports and analysis. Accountability for receipt of all monies; ensure staff adheres to appropriate established procedures. Make frequent and regular inspections of the facilities and coordinate maintenance and repair to golf courses and support buildings and structures. Respond to inquiries for service and information related to golfing issues from interested community groups and citizens. Coordinate capital improvements on golf facilities including consultant and construction services. Participate in the design, preparation and distribution of publicity and public relations programs, including press releases, brochures, pamphlets, flyers and printed schedules and special events. Represent the City in a positive manner in media and publicity events. Purchase and maintain inventory of equipment and supplies. Evaluate and make recommendations in the program objectives, policies and practices to assure maximum effectiveness and efficiency. Prepare and submit a variety of reports, memoranda, letters and other printed information regarding golfing programs and services. Coordinate the City golf activities with schools, junior golf and golf club programs. Coordinate large and small scaled citywide events that involve and benefit the golfing community. Prepare and present City Council and Recreation and Park Commission reports as assigned. Promote and maintain safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about an office work environment, and on the uneven terrain of a golf course; physical strength to lift up to 20 lbs. and occasionally up to 50 lbs.; physical stamina sufficient to sit or walk for prolonged periods of time and persevere long periods of exposure to pollen and grass - no severe allergic reactions to dust or pollen; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
GOLF OPERATIONS MANAGER (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional need to work out of doors, on grass and brush in a high allergen environment. Physical mobility sufficient to move about the office work environment and an occasional need to walk or drive a golf cart on a golf course during the course of a week to conduct inspections. Drive a motor vehicle, travel to attend classes, seminars and occasional out-of-town meetings during work and non-work hours.

QUALIFICATIONS

Knowledge of:

Principles and practices of municipal golf course management and administration, which includes golf course maintenance standards, pro shop operations, merchandise marketing, and cash handling methods. Regulations, codes and guidelines necessary to operate and manage a municipal golf course. Procedures for planning, implementing and maintaining a variety of golfing services. Principles and practices of budgeting, purchasing and personnel management. Principles and practices of construction management.

Ability to:

Design, develop and implement programs suited to the needs and interest of the golfing community. Develop, analyze, interpret and explain golf course policies, procedures and maintenance practices. Negotiate and administer agreements for concessionaire services and other golf services. Prepare and administer a budget for golf course management and operation. Establish and maintain effective working relationships with public groups, agencies, the media and others contacted in the course of work. Use computer hardware and software programs specific to the golf environment to perform duties. Prepare comprehensive written reports and financial balance sheets. Participate as a positive member of the Recreation-Park Division management team and contribute to its overall success. Communicate clearly and concisely, verbally and in writing. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Driver's License. Class "B" Driver's License is desirable. Possession of a Professional Golf Association (PGA) classification of "A" or Golf Course Superintendent Association classification of "B" or better is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to a Bachelor's Degree from an accredited college or university with major course work in Park Management, Business Administration, Golf Course Maintenance, Golf Course Management, Public Administration or a closely related field and at least five (5) years of increasingly responsible experience in the supervisory or delivery of golf services or recreation services.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 5-01, REV: 2-07