

CITY OF SALINAS

GOLF OPERATIONS SUPERVISOR

BARGAINING UNIT/CLASS CODE:

Temporary / S41

DEFINITION

Oversee and manage the golf operation for Salinas Fairways and work cooperatively with the Golf Operations Manager and Course Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Golf Operations Manager. 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:

Train, supervise and hold regular meetings with all staff. Implement City of Salinas and Golf Course policies and procedures. Oversee golf services and operations. Oversee the rental and maintenance of golf carts. Monitor the reservation system. Track and verify all players, guests, and use of golf carts. Enforce all rules and regulations governing golf course usage. Manage tournament program that services all customer segments. Schedule and monitor golf instructions and clinics. Assist with City recreation group lessons and individual lessons. Oversee the operations of the driving range. Establish and maintain positive working relationships with all staff, the public and patrons. Assist in the marketing and promotion of tournament groups, play and programs. Report all golf revenues and expenses on a daily, weekly, monthly and annual basis. Maintain and oversee a profitable merchandise concession that is consistent with patron demographics and needs. Review and monitor all golf-related purchases. Implement cash and system controls to ensure the safekeeping of assets, inventory and resources. Oversee and approve all weekly golf staff time sheets and invoices. Supervise physical inventories and the display of merchandise. Assist in the development of systems to safeguard inventories.

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, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; 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 the work environment, including uneven surfaces, physical strength to lift up to 40 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Principles and practices of municipal golf course management and administration, which includes golf course maintenance standards, merchandise marketing, and cash handling methods. Procedures for planning,

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

implementing and maintaining a variety of golfing services. Principles and practices of purchasing and staff management.

Ability to:

Implement and market programs suited to the needs and interest of the golfing community. Develop, analyze, interpret and explain golf course policies, procedures and maintenance practices. Establish and maintain effective working relationships with the public, staff, 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 written reports and financial balance sheets. Communicate clearly and concisely, orally and in writing.

License or Certificate:

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

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 sixty college units and two (2) years of golf operations experience OR five (5) years of golf operations experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 4-04, REV: 2-07