

ANNOUNCEMENT OF JOB OPENING

JOB TITLE: GOLF COURSE SUPERINTENDENT / BUSINESS MANAGER

PAY CLASS: Salary - Exempt \$50,000 - \$54,500

BENEFITS: Health Insurance, Retirement Plan, Holiday Pay, Life Insurance, Long Term Disability Insurance, Sick Leave, Paid Time Off

DEPARTMENT/DIVISION: Golf

APPLICATION DEADLINE DATE: First review of applications – February 15th, 2019. Position open until filled.

JOB DUTIES

ESSENTIAL DUTIES:

Supervise and be responsible for the detailed operation of the entire golf course, club house, golf shop and golf course maintenance including supervision of the assistant golf course superintendent. Duties also include supervision of all golf course personnel.

Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Works under the general supervision of the City Administrator and City Council.

Responsible for hiring, disciplining, and /or termination of employees according to City personnel policy and procedures.

Manages and supervises assigned operations to achieve goals within available resources.

Trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Issues written and oral instructions; plans and organizes workloads and staff assignments, assigns duties and examines work for exactness, neatness, conformance to policies and procedures, and safety and health standards.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Essential Duties (continued)

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Responsible for daily cash receipts and account for safekeeping of same according to established written policy and procedures. Certify and categorize all invoices for payment.

Responsible for maintenance of records and files relating to annual pass holders.

Responsible for marketing total assigned facilities and service of the Golf Course.

Provides advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.

Prepare and have approved an annual budget and administer that budget in all areas of the golf course, golf shop and surrounding and connected activities.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Interprets and enforces the policies, rules and regulations of the golf course. Ensures that all patrons adhere to course policies or regulations.

Responsible for overall scheduling of the course staff to insure that lessons, classes, golf teams, tournament functions, maintenance staff etc., do not pose any conflicts. Revise schedules as required.

Prepares and administers the food service contract, if applicable.

Schedules and administers all golf tournaments.

Serves as a liaison to various golf associations, leagues, tournaments, teams; will work with all approved tournament and play day directors in the organization of the individual events and assist to help make the event a success.

Provides good communication with the golf leagues, community groups, schools, etc., to provide services to these groups

Prepares a variety of studies, reports and related information for decision-making purposes.

As needed, will check-in golfers for general play and tournaments.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position, weekends and holidays may be required.

Essential Duties (continued)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

NON-ESSENTIAL DUTIES:

Creates an increased public interest in golf which includes all age groups.

Ensures that golf educational programs are conducted for golfers as needed.

Participate and become involved in organizations whose purpose will be of benefit to the facility.

On behalf of the facility, speaks at various club, educational or civic functions as required.

Oversees the publishing and distribution of informational and promotional literature.

Coordinates and communicates with local news media, commercial firms, civic organizations, and other entities to promote the development of the golf facility's policies and programs.

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QUALIFICATIONS

This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Bachelor's degree in Golf Management, Turfgrass Management, Business Administration or related field and five (5) years' experience managing or assisting in managing full service 18-hole golf course, or any combination of education and experience sufficient to perform duties of position.

Advanced knowledge of golf maintenance as pertains to agronomy and golf course conditioning.

Knowledge of business management practices of public golf courses.

Knowledge of municipal finance and accounting practices preferred, but not required.

Must be a competent golfer with experience in teaching and/or organizing instructional programs and in the management of tournaments.

Qualifications (continued)

Valid Missouri driver's license and pesticide applicators license or ability to secure within ninety (90) days, with acceptable driving record for the past three years.

Knowledge of merchandising and golf shop operations.

Experience in developing marketing messages and coordinating marketing campaigns in strategically combined media.

Experience in working with all forms of communications media to promote and advocate specific programs and events.

Experience in publication production including creating appealing brochures and pamphlets.

Extensive experience in customer service.

Experience in public speaking.

Ability to motivate staff and to proactively establish lines of communication internally and among all levels of organization constituents, from executive to front-line levels, and a similar variety of external constituencies as well.

Ability to present institutional interests to those outside the organization in a professional and compelling manner.

Ability to train and motivate staff.

Working knowledge of golf course maintenance equipment and their use.

Working knowledge of first aid and applicable safety precautions.

Ability to work independently and to complete daily activities according to work schedule.

Ability to communicate effectively orally and in writing.

Ability to understand, follows, and transmits written and oral instructions.

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Ability to use equipment and tools properly and safely.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, golf associations and patrons, and the public.

Working knowledge of personal computers and software; knowledge of inventory and financial software; specific knowledge of Microsoft Office applications is desirable.

Must be able to pass an extensive background check.

WORK ENVIRONMENT

TOOLS AND EQUIPMENT USED:

Calculator, phone, radio, fax and copy machine, computer (desk top and lap top) motor vehicles, cash register, golf cart, golf course maintenance equipment, and various hand tools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch or crawl; talk and hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside/outside in all types of weather conditions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and lightning.

Plant protectants, plant growth regulators and fertilizers will be used and are present in the work environment, personal protect devices are supplied.

The noise level in the work environment is moderate.

TO APPLY FOR THIS POSITION

Send a cover letter, resume and three references to mikev@miketurf.com as a Word attachment via email only. No receipt of application will be sent. Qualified applicants in the top ten (10) will be contacted by return email to participate in a short evaluation exam after ten (10) days of closing date.