



Job Title: Golf Shop Manager
Department: Public Works – Pub Properties
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 3/17/20 (Council Approval)

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 Job Functions

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, Abilities and Skills

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.

Education and Experience

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.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*