

ORANGE COUNTY CLASS SPECIFICATION

TITLE: GOLF COURSE MANAGER **GRADE:** 12

TITLE ABBREVIATION: GOLF COURSE MANAGER **TITLE NO.:** 6398

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD(1)

DEPARTMENT: PARKS/RECREATION AND CONSERVATION **DIVISION:** RECREATION

SUPERVISOR'S TITLE: GOLF COURSE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for managing the operation of a County golf course economically and effectively. The position schedules and promotes events for group golf outings, banquets and tournaments and is responsible for collecting revenue. Work is performed under the general supervision of the Golf Course Superintendent, in accordance with established policies and practices, with considerable latitude permitted in meeting objectives. Supervision is exercised over assigned employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains supervisory control over the day-to-day operation of an 18-hole golf course and related facilities which may include the collection of revenue;
2. Maintains supervisory control over provision of services and the use of facilities including clubhouse and meeting rooms, snack bar, cart rentals and may include other related facilities;
3. Supervises and schedules work for assigned personnel;
4. Inspects facilities for clean and efficient operation;
5. Arranges for repairs when necessary;
6. Works closely with Golf Course Superintendent, Golf Professional and Food/Beverage Concessionaires to maintain efficient operation of a public golfing facility;
7. Assists with the preparation of annual budget for golf course operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern methods and practices of the operation of an 18-hole golf course including related facilities and services; thorough knowledge of the business aspects involved with aforementioned operations; ability to plan and organize the work of others; ability to deal firmly and tactfully with the public; ability to develop a good working relationship with groups and individuals; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Recreation Management, including or supplemented by nine (9) semester hours in business management, and one (1) year of experience in golf course operations which shall have included organizing, coordinating and conducting facility events; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in golf course operations as defined in (A) above.

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