

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
CLASSIFICATION SPECIFICATION**

TITLE: GOLF COURSE MANAGER (MUNICIPAL)

TITLE #: 1319

DISTINGUISHING FEATURES OF THE CLASS: The golf course manager directs the operation of a municipal golf course to ensure that facilities are properly maintained for public use. The position schedules and promotes events for group golf outings, banquets and tournaments and is responsible for collecting revenue. Work is performed under general supervision in accordance with established policies and practices with considerable latitude permitted in meeting objectives. Supervision is exercised over assigned personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides supervisory control over the operation of the pro-shop and driving range and the collection of revenue;

Maintains supervisory control over provision of services and use of facilities including club house, catering hall, snack bar and related events;

Develops programs and outings while working with clients and caterer to sell and promote facility events such as golf outings, weddings, golf camps, etc.

Works with appropriate related agencies and entities for administration purposes including Golf Course Superintendent, town support departments, supply vendors, food and beverage concessionaires.

Works with commissioner of public works, golf superintendent, and town board committee to develop budgets, spending plans, and capital improvement plans;

Meets with guests to assist them in resolving concerns;

Oversees golf course record keeping such as attendance, cash receipts, gas consumption, etc., in accordance with standard practices;

Oversees and balances daily cash receipts, deposits funds and maintains required records to ensure adherence to department standards and practices;

Schedules working hours to assure adequate staffing and maintains time and attendance records;

Prepares reports and maintains records.

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 tactfully with the public; ability to develop good working relationships with groups and individuals; ability to maintain records and prepare reports; 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 in Recreation & Sports Management, Golf Course Operations, Business Management, or a related field and one (1) year of experience in golf course operations which shall have included organizing and coordinating facility events; or
- (B) Graduation from high school or possession of a high school equivalency diploma three (3) years experience as defined in (A) above.

JURISDICTIONAL CLASS: Competitive

ADOPTED 1995

REVISED: 03/06/07 dmc