



Job Description

Golf Course Director

Pay Grade: G14

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum five (5) years of experience in golf operations or related experience.

Minimum Education Requirements: Bachelor's Degree in Golf Course Operations, Business Management or a related degree.

Department: Recreation.

Direct Supervisor: City Manager

Supervisory Responsibility: Direct (21); Indirect (x)

Primary Work Location: Works both inside in an office environment and outside.

Certification: Valid State of Florida driver's license. PGA membership.

Job Summary: Highly responsible professional and administrative work directing, planning, and supervising the business operation of the golf club.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan, assign, and supervise a group of subordinates engaged in the business operation and management of the golf club.
- Administer all lease agreements with the golf club.
- Prepare and administer the annual operating budget.
- Establish rules in accordance with the U. S. Golf Association, in conjunction with the golf industry.
- Develop active and effective public relations and promotional programs for the purpose of stimulating local, regional, and tourism interest in the facility.
- Maintain courteous relationships with the public and men's and women's golf Associations; supervise the Junior golf program.
- Develop and administer policies and procedures for golf club operations as approved by the Department Director, City Manager and/or City Council, including fees, tee times, tournaments, and general club play to ensure optimum use of club facilities.
- Select, train, schedule, supervise, and evaluate employees under his/her control.
- Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Supervise the collection, accounting, and deposits of golf club revenue and maintain comprehensive activity reports.
- Provide leadership and direction in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Respond to requests and complaints regarding operations and maintenance of the golf club and conduct of patrons.
- Prepare a variety of studies, reports, and related information for decision-making purposes.
- Perform other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles, procedures, tools, and equipment used to maintain a golf club.
- Turf, rules of golf, and general golf club operations.
- Budget preparation and management.
- Administrative functions of golf club and golf club operations.
- Contracts and lease agreements.
- Advanced principles of business administration and their application to golf club administration.
- City's functions, policies, and procedures.

Skills

- Good written and oral communication skills.
- Strong customer service.
- Operate office equipment including computer, printer, fax, and copier.
- Follow and relay oral and written instructions, policies and procedures.

Abilities

- Establish effective working relationships with employees, other departments, public officials, other agencies, and the general public.
- Select, train, schedule, supervise, and evaluate employees.
- Prepare long and short-range plans for golf club business operations.
- Keep accurate records and make timely written reports.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date