



Manatee County Government

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Bradenton, FL 34205

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CLUBHOUSE MANAGER

Basics

FLSA Exempt

Job Code 065-100

Pay Grade G17

Pay Class 400

Annual Minimum Salary \$42,806.40

Annual Maximum Salary \$66,352.00

Effective Date 02/23/2009 - 12/31/2050

Finalized Date 03/24/2010

Purpose Of The Job This classification is responsible for managing a high volume County/Municipal golf course facility, including day-to-day management of the clubhouse/golf shop, driving range, cart operation, and Point of Sale (POS) system. Incumbent is subject to flexible work schedules, including weekends and holidays.

Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

Minimum Education Required Associate's Degree in

Area of Study Required Business Management, Golf Course Management, Parks and Recreation, or related field.

Minimum Experience Required Four (4) years

Type of Experience in business management or golf course-related management.

Minimum Supervisory Experience Required Two (2) years supervisory experience.

Specify Other
License /Certification
Required

Other Completion of National Institute of Golf Management two (2) year course, or must satisfactorily complete within two (2) years of hire date.

License/Certification Other
Desired

Other Possession of a professional certification from the PGA, LPGA or an accredited Golf Management School highly desired.

Driver's License Valid driver's license with valid Florida driver's license within 30 days of hire.

Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor environment; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.
- Effectively plans, assigns, directs, schedules, and evaluates work of assigned staff.
- Determines when the golf course is playable and when it should be closed due to adverse weather, etc. in the absence of the Golf Course Superintendent.
- Administers the budget for the clubhouse, diving range, cart operation; controls budgetary expenditures throughout the year; recommends and monitors fees; monitors/develops email club promotions, monitors Customer Loyalty Club program.
- Establishes and maintains administrative systems and procedures related to area of assignment; ensures County and departmental policies, rules and procedures are followed.
- Prepares comprehensive reports on course usage, fees collected, etc.; maintains accurate daily reconciliation records and end of the month financial reports. Conducts quarterly merchandise inventory process.
- Effectively and efficiently handles complaints and inquiries from the general public.
- Schedules and monitors leagues groups, outing, and internet booking requests.

- Orders equipment, supplies and other essential materials needed in various areas.
- Monitors golf instructors using driving range rental space.
- Manages the golf shop. Establishes annual merchandise plan (balls, gloves, hats, and soft goods) to ensure profit and minimum inventory levels by year end.
- Maintains records of inventory on items for resale, operating supplies and equipment, enters seasonal rates and descriptions into the POS system.
- Establishes and maintains effective working relationships with co-workers, officials, vendors, and the general public.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

Knowledge/Abilities/Skills

- Knowledge of daily fee golf course operations, with ability to effectively develop, present and monitor a golf program with broad appeal.
- Knowledge of budgetary development and administration techniques.
- Ability to work outside under varying weather conditions (including inclement.)
- Skill in marketing, retail sales, and financial planning techniques.
- Skill in computer POS systems operations and pertinent software applications, i. e., MS Office, etc.