



Manatee County Government

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GOLF COURSE DIVISION MANAGER

Basics

FLSA Exempt

Job Code 195-100

Pay Grade MP4

Pay Class 400

Annual Minimum Salary \$49,129.60

Annual Maximum Salary \$76,169.60

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

Finalized Date 04/11/2009

At Will AT WILL*

Purpose Of The Job This classification is responsible for supervisory and administrative work in the overall direction of County golf courses, pro-shop and snack bar operations, which includes related maintenance operations, clubhouse/cart barn operations, and fiscal accountability.

*NOTE: This position has been designated by the Manatee County Commission as serving at the will and pleasure of the County Administrator. Employees so designated may be terminated at any time with or without cause.

Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

Minimum Education Required Bachelor's Degree in

Area of Study Required Parks and Recreation, or related field.

Minimum Experience Required Four (4) years

Type of Experience work experience in golf course administration and maintenance.

Minimum Supervisory Experience Required Three (3) years supervisory experience.

License/Certification Desired Other

Other Certified PGA Professional

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 situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Efficiently and effectively administers, directs, coordinates and maintains responsibility for two (2) County golf courses, including clubhouse and cart barn operations.
- Effectively plans, assigns, directs and evaluates the work of assigned staff.
- Prepares, presents, and administers the division's operating and capital budgets in a cost effective manner.
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- Plans and establishes schedules for major maintenance and capital improvement projects; maintains appropriate records.
- Analyzes revenue and expenditure reports and recommends golf course fee levels accordingly.
- Prepares monthly statistical reports concerning Golf Course operations; reviews/prepares monthly inventory reports of items for resale; prepares and maintains other reports as necessary.
- Ensures compliance with applicable laws, regulations, policies and procedures.
- Communicates clearly, effectively and tactfully, orally and in writing; makes public presentations in a proactive, professional manner; ensures excellent public relations are maintained at all levels.
- Maintains records of inventory on items for resale, operating supplies and equipment.
- Establishing operational and revenue budgets, forecasting and tracking financial revenue trends by creating multiple reports, creating and implementing short and long range capital improvements/master plan.

- Creating many monthly and historical financial reports related to cash flow, player rounds, profit and loss, resale merchandise profit and cost, and expense trends.
- Reviewing course conditions, implementing continual improvements, making recommendations, create and involved with golf course construction projects.
- Reviewing clubhouse operations, customer service, merchandising, cart operations, and pace of play.
- Creating new revenue strategies and categories such as daily fee to semi private and keeping share of the local golf course market.
- Creating and compiling surveys and results.
- Composing all administrative memos, letters, staff travel and record of training forms,
- Providing and explaining purchases, budget needs, revenues, disciplinary measures,
- Create, update, and disburse golf division operations manual.
- Respond to Board Of County Commissioners concerns, citizens action concerns (CAS), and make presentation to the Board the annual rate Resolution.
- Review monthly departmental revenue POS report from clubhouse managers.
- Review and comply with all audit guidelines.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required

Knowledge/Abilities/Skills

- Knowledge of rules and regulations associated with the game of golf.
- Knowledge of golf course maintenance methods, practices and equipment.
- Knowledge of chemicals and fertilizers, and applicable safety measures, utilized in turf maintenance.
- Knowledge of clubhouse/cart barn operations, including marketing and retail management techniques.
- Ability to work outside under varying weather conditions (including inclement).
- Skill in computer operations including pertinent software applications, i. e., MS Word, Excel, Lotus Notes, etc.