



County of Calhoun
Job Description

Job Title: Assistant Director
Department: Golf Facility
Reports To: Golf Director
FLSA Status: Exempt

Summary

The purpose of this position is to assist the Golf Director oversee Facility operations while providing quality service and products to Members, Guests, and the citizens of Calhoun County.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary. This position will be required to work some weekend hours.

- Assists in the day to day operations of the golf facility.
- Provides clerical and administrative support, including Answer phones, direct calls, and answer customer questions professionally.
- Oversees scheduling of part-time staff.
- Creates marketing strategies and promotional material.
- Maintains rental agreements and event scheduling.
- Identifies opportunities for events, food, and beverage services.
- Actively participates in and plans events and activities.
- Orders supplies for restaurant and pro shop.
- Runs reports, makes deposits and codes bills for payment.
- Fills in as Counter Clerk
- Ensures proper rotation of inventory and display within the Pro Shop and restaurant.
- Assist other team member duties as deemed necessary. (Outside and restaurant services)
- Maintain a clean, tidy, safe and organized work environment.
- Ensure that all inquiries and requests are met efficiently and professionally.
- Ensure that complaints are dealt with in a pleasant manner and recorded for your supervisors.
- Record and document any safety hazards or other important situations and report to your supervisor daily.
- Anticipate any problems or situations before they become a problem.
- Will be required to obtain a ServSafe Certification within 6 months of hire.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree in Marketing or Hospitality Management and/or six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Microsoft Office Proficient, ability to design and edit websites, knowledge of desktop publishing, creation and editing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to vibration. The noise level in the work environment is usually loud.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.