



County of Calhoun

Job Description

Job Title: Manager
Department: Golf Facility
Reports To: Administrator
FLSA Status: Exempt

Summary

The position's purpose is to direct all phases of 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 require weekend and holiday hours.

- Runs the day to day operations of the Pro Shop, Grill, Banquet Hall and Play.
- Recruit, select, and develop a qualified staff.
- Oversees and supervises golf facility staff.
- Ensures all County policies & procedures are adhered to and ensure all employees are accountable for compliance of policies & procedures.
- As Supervisor, maintain a close working relationship with the Golf Course Superintendent and provide advice on course playability and tournament set up.
- Works closely with Administration staff to ensure Council goals are met.
- Maintains the practical aspects of building, developing, and maintaining the facility.
- Responsible for the financial and operational performance of all operations and golf services.
- Ensure all financial goals and objectives are being achieved
- Assist in the development and preparation of budgets, including forecasting and review of all golf operations revenues and expenses on a daily, weekly, monthly, and annual basis
- Ensure systems controls are in place to safeguard assets, revenues, and resources
- Creates marketing strategies and promotional material to attract new and current members.
- Creates promotional material for facility.
- Maintains rental agreements and event scheduling, that adheres to the rental agreement approved by Council.
- Identifies opportunities for events, food, and beverage services.
- Actively participates in events.
- Ensures follow up on complaints/concerns quickly and effectively.

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

A Bachelor's Degree in golf course management, business administration, hotel and restaurant management, or the equivalent experience. Golf course experience preferred.

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

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.