

DEPARTMENT: NCDPW - PARKS DIVISION
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 25, 2022 FLSA Status: Exempt/Administrative 1/4/2010

GOLF DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for planning, scheduling and promoting activities in order to secure the maximum usage of the golf course. The incumbent receives general supervision from the Commissioner of Public Works and/or Deputy Commissioner of Buildings and Grounds and is allowed considerable latitude for independent judgment. Direct supervision is exercised over the work of all golf course personnel. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

1. Oversees the entire operation of the Niagara County Golf Course including pro-shop operation, course maintenance and course schedule and event management;
2. Organizes and schedules tournaments and leagues and support to these function;
3. Evaluates course conditions and works with staff and county management to correct unsatisfactory conditions;
4. Oversees sales of pro-shop, tee times and merchandise and processes daily financial record keeping and deposits;
5. Assists in establishing an annual budget for Golf Course operations;
6. Monitors and approves purchases to meet planned budget;
7. Schedules and assigns staff to meet operational needs and maintain acceptable playing conditions;
8. Instructs and trains staff as required;
9. Schedules and organizes youth programs;
10. Monitors employee and golfer safety and implements and enforces safety programs;
11. Attends department and legislative meetings as required as the golf course representative.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the rules and terminology of the game of golf; good knowledge of the organization and maintenance of a golf shop; ability to plan and assign the work of others and secure their cooperation; ability to teach the game of golf; ability to prepare accurate and clear reports; ability to supervise the work of others and provide necessary training; ability to deal effectively with the public and maintain good public relations; good judgment; reliability; neatness in appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four (4) years of experience in the operation of a golf course or business management field.