

**JOB TITLE**

Golf Course Operations Manager

DEPARTMENT

Golf

POSITION SUMMARY

This position is responsible for managing the overall operations of the golf course.

MAJOR DUTIES

- Directs all golf course activities and operations.
- Manages the finances and revenues of the golf course.
- Prepares the annual department budget.
- Regulates play on the course to resolve conflicts and assure that play continues smoothly.
- Provides promotional material to the media for tournaments and clinics and to promote membership.
- Hires, trains, supervises, evaluates, and counsels personnel.
- Coordinates capital improvements required for golf course and facility operations.
- Determines equipment needs and purchases equipment for golf course.
- Plans, promotes, and supervises golf tournaments, group outings, and clinics.
- Coordinates and oversees work performed by community service workers.
- Supervises the operation of the Golf Course Pro Shop.
- Balances money received with cash register tape on a daily basis.
- Assures that bank deposits are made on a daily basis.
- Orders merchandise for the pro shop, including special orders for customers.
- Promotes membership and golf tournaments through the media.
- Teaches golf clinics.
- Hires and trains part-time employees.
- Performs related duties.
- Helps with Trackman Golf Services
- Other Golf Related Duties

KNOWLEDGE REQUIRED BY THE POSITION

- Golf course operations.
- Knowledge of the principles and techniques of golf course administration.
- Knowledge of relevant laws, county policies and procedures, and department and safety regulations.
- Knowledge of budgeting and accounting.
- Knowledge of golf course rules and regulations.
- Skill in planning and organization.
- Skill in management and supervision.
- Skill in interpersonal relations.
- Skill in operating and personal computer.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observations of department activities.

GUIDELINES

Guidelines include county and departmental policies and procedures, and golf course rules. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied budgeting, management, and supervisory duties. Budgetary constraints contribute to the complexity of the work.
- The purpose of this position is to manage the overall operations of the golf course. Successful performance in this position contributes to the smooth operation of the golf course and enhances the image of the department and county.

CONTACTS

- Contacts are typically with representatives of professional associations, other department employees, vendors, members of civic organizations, golfers, and the general public.
- Contacts are typically to give or exchange information, provide services, resolve problems, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects.
- The work is typically performed in an office and outdoors, where the employee may be exposed to inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over Golf Course golf shop workers and other personnel as assigned.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency of golf course operations.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

AN EQUAL OPPORTUNITY EMPLOYER

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

How to Apply:

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to jobs@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER