



SCOTT COUNTY (IA)
 Human Resources Department
 Administrative Center, 600 W. 4th St.
 Davenport, IA 52801-1030

<http://www.scottcountyiowa.com/hr/>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Golf Pro Manager**

An Equal Opportunity Employer

SALARY

\$31.98 - \$44.08 Hourly \$66,518.40 - \$91,686.40 Annually

OPENING DATE: 10/29/21

CLOSING DATE: 11/29/21

THE POSITION

Under general supervision of the Conservation Director, the Golf Pro/Manager oversees and manages the golf course, clubhouse, pro-shop, and food and beverage services to ensure pleasant environment for golf course patrons and encourage golf course use.

\$66,518 - \$77,147 to start dependent on qualifications.

JOB RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Oversees all golf play to ensure maximization of the golf course use; develops operational procedures to ensure the golf course is running effectively and efficiently; ensures all golf course rules are enforced.

Collects golf course fees from golfers; prepares daily cash receipt reports and makes daily deposits.

Performs a variety of supervisory duties; prepares work schedules; authorizes overtime and leave time; conducts performance appraisals and recommends disciplinary actions as appropriate; participates in the hiring and training process.

Supervises clubhouse staff to ensure smooth golf course operations with minimum interruption to golfers. Coordinates golf course conditions, projects, and Capital expenditures with staff.

Interpret rules of golf as needed at the request of the golfers. Provide a positive public relation for the course to golfers, community groups and the media.

Maintains and operates a Pro Shop featuring quality golf merchandise; makes recommendations to golfers regarding accessories and or equipment.

Promotes and teaches golf rules to new and avid golfers as well as juniors to ensure their improvement and enjoyment of the game; provides club repair services, fitting of equipment, club rentals, and handicapping services.

Prepares and submits operating budgets and quarterly reports and inventories; monitors expenditures to ensure fiscal responsibilities; establishes and monitors performance indicators.

Maintains golf carts to ensure the safety and performance of the fleet.

Oversees concession operations; orders and maintains proper inventory of food, beverages, and supplies; verifies proper licenses and other Health Department requirements are maintained.

Oversees driving range operations; monitors system for dispensing and collecting range balls to ensure an adequate supply and that balls are picked up and cleaned daily.

Assists in the development of goals and long-range golf course plans; recommends changes in policies and procedures to Conservation Director.

Develops golf course marketing plan; plans special events, leagues, and golf outings to promote golf and Glynn's Creek Golf Course.

Demonstrates the ability to exemplify, by his/her actions, the County PRIDE philosophy.

Performs related duties as assigned.

STANDARDS FOR INITIAL CONSIDERATION

Education, Training, and Experience Guidelines

Bachelor's degree in Recreation, Business Administration or a related field or a Class A PGA Golf Professional; AND three (3) years of experience in golf operations ; OR an equivalent combination of education, training, and experience.

Knowledge of:

Applicable local, State, and Federal laws, codes, regulations, and ordinances.

Work safety policies, procedures, and practices.

OSHA standards and regulations.

Supervisory principles and practices.

Golf rules, equipment, and etiquette.

Food and beverage operations, health codes and services.

Customer service practices.

Skill in:

Providing appropriate recommendations for golf equipment based on individual client needs.

Managing retail inventories.

Providing clear instruction and direction related to golf games.

Preparing clear and concise reports.

Operating and maintaining golf carts.

Establishing and maintaining cooperative working relationships.

Communicating effectively verbally and in writing.

SUPPLEMENTAL INFORMATION

**Must possess a ServSafe certification or obtain certification within two (2) years of hire.
Must maintain a First Aid, CPR, and AED certification.**

Physical Demands and Working Environment:

Work is performed throughout County golf course and facilities and requires exposure to various weather conditions, potentially dangerous tools, equipment, and machinery, and hazardous chemicals.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.scottcountyiowa.com/hr/>

OR

Administrative Center, 600 W. 4th St.
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EXAM #01307
GOLF PRO MANAGER
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