

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GOLF COURSE MANAGER - 1798

DEFINITION:

Under direction, to oversee the operation and maintenance of a municipal golf course; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs the maintenance and operation of a municipal golf facility;
- Establishes operational standards and guidelines;
- Initiates facility improvements and analysis needs and makes recommendations regarding the implementation and phasing of capital improvement projects to reduce players impacts and maintains revenue streams;
- Analyses facility performance and recommends programmatic changes to minimize cot and optimize adequate revenue;
- Directs and provides overall supervision and guidance to subordinate personnel in golf operations;
- Assists in program and policy formulation and ensures compliance with administrative regulations and divisional policies;
- Participates in the development of policies, goals, and administrative procedures;
- Maintains liaison with and attends meetings of golf organizations and promotes interest and support among golfers and prospective players;
- Investigates, resolves, and responds to difficult and sensitive complaints from the public;
- Prepares the annual budget including recommendations for staff, supplies, equipment, and capital improvements and monitors expenditures and construction projects;
- Ensures the competent operation of the starter and marshal job functions;
- Oversees annual major tournament events;
- Selects, trains, and rates the work performance of subordinates;
- Prepares special reports;
- Performs related administrative duties as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

College graduation with a Bachelor's degree in Agronomy, Horticulture, Turf Management, Golf Management, Business, or a closely related field; **AND** two years of full-time experience supervising all phases of golf course operations and maintenance of the facility(ies), which includes but is not limited to responsibility for supervision of golf shop staff, outside services, tournament operations, and tee sheet management. Qualifying experience must include supervising all phases of golf operations and maintenance, as well as analyzing operation and recommending programmatic changes as needed.