

SHAWNEE COUNTY, KANSAS
Position Description
Golf Director

POSITION CONTROL NUMBER: PR1041A

FLSA STATUS: E

POSITION DESCRIPTION

Under general direction, the Golf Director oversees the administration, operations, financial management, maintenance, marketing, and strategic planning for Shawnee County Golf Courses, including Lake Shawnee Golf Course, Cypress Ridge Golf Course, and Forbes Golf Course.

Responsibilities include golf operations, course maintenance oversight, clubhouse and golf shop operations, tournaments and events, budgeting, personnel management, customer service, marketing, and capital improvement planning.

This position develops operational goals and long-range plans to enhance the quality, financial sustainability, and public use of Shawnee County golf facilities. Performs other duties as assigned. This position is supervised by the Recreation Superintendent.

WORK PERFORMED

40% Golf Operations and Facility Management.

- Directs daily operations of the Golf Division including golf course maintenance, clubhouse operations, golf shop management, tournaments, leagues, customer service, and facility rentals.
- Oversees turf management programs including irrigation, fertilization, pesticide application, landscaping, equipment maintenance, and course conditions.
- Assists with development of operational policies, bid specifications, vendor contracts, capital improvement projects, and equipment replacement planning.
- Oversees golf management technology including tee sheet, POS, and tournament software systems.

25% Financial Management and Strategic Planning.

- Develops, administers, and monitors Golf Division operating and capital budgets.
- Reviews revenues and expenditures to ensure financial accountability and operational sustainability.
- Prepares financial reports, purchasing plans, and pricing recommendations for fees, memberships, tournaments, concessions, and rentals.
- Participates in strategic planning and capital improvement planning for County golf facilities.

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20% Supervision, Personnel Management, and Leadership.

- Supervises Golf Division personnel including golf operations, maintenance, clubhouse, seasonal, and contracted staff.
- Supervises staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations, and other personnel related functions.
- Participates in the hiring and promotional process.
- Instructs staff on proper completion of tasks.
- Inspects and reviews work of staff to ensure that projects are complete.
- Establishes work schedules and assigns work as needed.
- Checks work procedures and products.

10% Marketing and Customer Relations.

- Prepares Golf Course Division budget and controls expenditures.
- Develops and implements marketing and promotional efforts to increase rounds played, memberships, tournaments, and public awareness of Shawnee County golf facilities and programs.
- Coordinates community partnerships, special events, sponsorships, and customer engagement activities.
- Responds to customer concerns and public inquiries.

5% Risk Management and Compliance.

- Ensures compliance with County policies, OSHA standards, environmental regulations, and pesticide application requirements.
- Oversees safety practices and risk management procedures for golf operations and facilities.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Golf course operations and turf management practices.
- Budget preparation and financial management.
- Safety regulations and pesticide application requirements.
- Fungicides, pesticides and fertilizers and their use.
- Horticulture and landscaping.
- Disease and insects which affect plant life.
- Marketing and customer service practices.
- Golf management software and technology.

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Ability to:

- Plan, organize and direct the work of others.
- Establish and maintain effective working relationships with the general public, supervisors and fellow employees.
- Communicate effectively, both orally and in writing, using the English language.
- Analyze operational and financial information and make recommendations.
- Manage multiple facilities, projects, and priorities.

Skill in:

- Providing leadership and direction to employees.
- Customer service and public relations.
- Budget administration and operational planning.
- Problem solving and decision making.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting (50 lbs.)	X				Around Moving Machinery			X	
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting (50 lbs.)	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting (50 lbs.)			X					X	

EQUIPMENT USED

Personal Computer	Tractors	Utility Vehicles
Tablet Computer	Hand Tools	Automotive
Mowers	Power Tools	Equipment
Sprayers	Golf Maintenance	
Trucks	Equipment	

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MINIMUM QUALIFICATIONS

- Bachelor's Degree in Golf Course Management, Sports Administration, Turfgrass Management, Business Administration, Parks and Recreation Administration, or related field.
- Five (5) years of progressively responsible experience in golf course operations, golf facility management, turf management, or related field, including supervisory experience.
- Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Class A PGA Professional Certification preferred, but not required.
- Municipal golf experience preferred.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physicals, drug screen, and a review of driving record.
- Required to lift fifty (50) pounds.
- Required to obtain Commercial Pesticide Applicator license within six (6) months from hire if not available at time of hire.
- May be required to work evenings, weekends, holidays, and special events as necessary

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 01/05
Revision History: 06/26