

**Title:** Golf Course Manager  
**PG:** 60  
**Status:** Non-Civil Service  
**Position Reports to:** Director of Parks & Recreation  
**Department:** Parks & Recreation

**Class Code:** 1067  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a highly visible position which requires professionalism and leadership qualities. Responsible for the day to day operations including policy and procedure implementation, and staffing procedures. Responsible for the smooth and efficient management of all operations at Cleveland Heights. A highly visible position which requires professionalism and leadership qualities

**ESSENTIAL FUNCTIONS:**

1. Responsible for the management, development, and staffing of all employees at Cleveland Heights Golf Course.
2. Makes recommendations for modifications or additions to existing installation and facilities.
3. Prepares annual budget and other reports on division operations.
4. Promotes Golf and Food Operations as necessary to create profit for use in course and facilities enhancements.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of the budgeting process from development to implementation.
2. Knowledge of Food & Beverage and Golf Operations.
3. Knowledge of agronomic practices, financial and cash controls.
4. Ability to analyze problems and to develop and implement sound policies and regulations for their solutions.
5. Ability to plan, assign and supervise subordinate personnel.
6. Ability to establish and maintain effective relationships with co-workers, other City employees and the general public.
7. Ability to express ideas clearly, orally and in writing

**WORKING ENVIRONMENT/CONDITIONS:**

Sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

The job risks exposure to bright/dim light

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major course work in Business Administration.
2. Ten (10) years of experience in management.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

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**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.