



## **Legacy Golf Course Manager/ PGA Professional Job Description**

### **Summary**

The purpose of this position is to supervise and direct the operation, management, and maintenance of the Granite City Park District's Legacy Golf Course.

The Golf Pro/Manager is responsible for promoting the game of golf through operational structure and programming that provides an excellent environment for all guests. The benchmark for success in this role is excellent standards of service, operations, cleanliness, and safety.

This role reports to the Director of Parks and Recreation and exercises supervision over all full-time, part-time, and seasonal employees at the golf course.

### **Responsibilities**

- Knowledge and experience to operate and maintain an 18 (eighteen) hole Park District golf course, range, golf cart fleet, a pro shop and concessions operation stocked with sufficient inventory.
- Supervise, direct, train and maintain a staff of professional employees to perform all duties and meet all requirements for the golf course maintenance, sales, rentals, and services that are necessary for golf course operations.
- Plan and coordinate, in conjunction with the golf course Superintendent, all course maintenance and capital improvement projects including, but not limited to: chemical application of fertilizer, seeding, mowing, weed eating, tree trimming; maintenance of all flower beds, lots, cart paths, and the clubhouse; and all maintenance of equipment and irrigation systems throughout the golf course grounds.
- Project the needs for equipment, materials, and supplies. Assist in the preparation of specifications, estimates and bids for machinery, equipment, golf course maintenance and contractor services.
- Maintain and manage the tee time reservation system that will optimize the use of the golf course.
- Actively promote special events and tournaments.

- Respond to all requests and complaints regarding all operation and maintenance of the golf course, and the conduct of personnel and patrons.
- Initiate and implement all safety regulations and procedures.
- Provide reports to the Director of Parks and Recreation indicating activity of the golf course.
- Should become a Certified Food Manager and Illinois BASSET alcohol certified within 30 days of hire date. Certifications should be maintained upon initial completion. Responsible for maintaining all staff certification requirements and scheduling necessary training.
- Performs other duties as assigned.

### **Minimum Qualifications**

- College degree preferred or any combination of training, education and experience that would provide the required knowledge, skills, and abilities.
- PGA/LPGA Profession Certification completion required.
- Two to five years of related supervisory experience in the field of golf course management/operations preferred.
- The ability to utilize all Microsoft Office programs.
- Valid First Aid/CPR certification required within six months of hire.
- Valid driver's license.
- Residency within the Granite City Park District is required within six months of hire date.

### **Scheduling and Pay**

This is a full-time position. Scheduling is generally Monday-Friday; involvement with programs and events will require some evening, weekend, and holiday hours. Salary range is \$44,500 - \$52,000; or negotiable based on qualifications.

### **Benefits**

- Medical, dental, vision coverage
- Illinois Municipal Retirement Fund
- Optional: Nationwide Retirement Solutions- 457 Plan
- Vacation after one-year
- Sick days