

## ASSISTANT GOLF COURSE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Golf Course Manager, an incumbent of this class is responsible for assisting in overseeing the day-to-day operation of a golf course. An incumbent interacts with the public and, acting as the lead ranger, enforces course rules and ensures quality customer service. The work also involves collecting fees and issuing tickets and park passes. In the absence of the Golf Course Manager an incumbent assumes full responsibility for the operation of the course. The work schedule is controlled by the change in daylight hours during the operating season and requires irregular working hours and weekend attendance. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Enforces rules and regulations governing the operation of a golf course;

Sees that golfers register properly for each round played;

Acts as a lead ranger by overseeing the work of subordinate rangers who facilitate smooth play on the course;

Inspects golf course and facilities to ensure proper operating and playing conditions and reports problems to the Golf Course Manager;

Answers questions and resolves, as far as possible, complaints from the public;

Maintains records and assists in preparation of reports of activities;

Assists in compilation of data for budget submissions;

Assists the manager with the supervision and training of staff;

Provides administrative help to the Greenskeeper and other maintenance staff;

Inspects food and refreshment concessions to ensure maintenance of standards;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of cash control and simple record keeping; good knowledge of arithmetic; good knowledge of golf rules and regulations and policies; working knowledge of golf course management and operations; working knowledge of golf rules and regulations; ability to supervise the work of other employees; ability to deal politely but firmly with the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; honesty; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and three years of experience where the primary function of the position was golf course operations, which shall have involved public contact.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (cont'd.)

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to two years of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

SPECIAL REQUIREMENT: Depending on work assignment may be required to be a Certified Pesticide Applicator in New York State, within the appropriate category.