

DIRECTOR OF PROGRAM DEVELOPMENT II (GOLF)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner, the Director plans, organizes, develops and administers the County-wide golf program of the Department of Parks, Recreation and Conservation. The position involves responsibility for management, operation and maintenance of the County-owned golf courses and related facilities, including responsibility for turf management consultation for the department. This position has major responsibility for the development, coordination and execution of policies, methods and procedures relating to the County's golf facilities and programs and also involves exercising fiscal control and accountability for fees, supplies and equipment. The Director is also responsible for making contacts with sports officials, groups and individuals in connection with golf courses activities and promotions. Supervision is exercised over a large number of operations and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes and directs all facets of the County-wide golf programs, and the maintenance of the County's golf courses and related golf facilities and accomplishes this through subordinate supervisory positions, specifically Golf Course Manager;

Participates in the recruitment, training and evaluation of golf course personnel;

Serves as the departmental staff consultant in all matters relating to the County golf programs including construction of new facilities, turf management, pesticide use, modification of existing facilities, procurement of new equipment, and the establishment or revision of operational policies;

Promotes participation in County-sponsored golf activities;

Confers with golfing association representatives for the planning and conduct of tournaments and other competitive play;

Organizes golf clinics, tournaments and exhibitions, and secures professional assistance as required to conduct them;

Evaluates and monitors golf course programs and operations on a regular basis, in terms of their responsiveness to public needs and their capacity to maximize the effective utilization of available resources, playing time, facilities and equipment;

Inspects concession services to insure operations are in accordance with provisions of the contract agreement;

Confers with the Deputy Commissioner regarding fees to be charged, collection, accounting and auditing procedures, safekeeping of monies and supplies, and purchase of supplies and equipment;

Coordinates preparation of the annual golf course budget, maintains records supporting the golf course's financial transactions;

EXAMPLES OF WORK (continued):

Supervises the development and execution of work programs and maintenance plans in golf courses including recommendations concerning non-recurring repairs and replacements and capital projects;

Provides for the security of all County property and equipment installed or maintained at or adjacent to the County's golf courses, and establishes procedures to insure the personal safety of golfers and County employees;

Makes frequent inspections of the County's golf facilities to insure that standards of efficiency, courtesy and grounds maintenance are being observed including conferring with concessionaires in reference to service commitments in lease agreements;

Publishes local rules, policies and procedures governing administration of employees and play of golfers at the County golf facilities and serves as arbiter of disputes arising out of the official rules of etiquette of the game of golf;

Maintains records reflecting public participation in the County golf activities and reviews and responds to the division's correspondence; and supervises the maintenance of such files;

Coordinates activities of the golf courses with other management personnel in the department; attends meetings, and may represent the department in golf-related conferences.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the rules of the game of golf, the design and layout of golf courses and the management of multiple golf facilities; comprehensive knowledge of turf management; thorough knowledge of the techniques of modern golf course management; thorough knowledge of the principles and practices of leisure recreation; ability to coordinate the work of maintenance and operational personnel; ability to manage the business aspects of the several golf courses; ability to work effectively with users in the preparation of the golf program to interested groups; ability to maintain records and prepare reports; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Parks/Recreation Management, Agronomy or closely related field and six years of experience in golf course operations and maintenance, four of which must have been in a supervisory capacity;

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

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Job Group: XIV