

GOLF COURSE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Deputy Commissioner, the incumbent plans, organizes, develops and administers the County-wide golf program of the Department of Parks, Recreation and Conservation. The position involves responsibility for operations and maintenance of 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 Superintendent is also responsible for making contacts with sports officials, groups and individuals in connection with golf course activities and promotions. Supervision is exercised over a large number of operations and maintenance personnel assigned to golf courses. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes and directs all facets of County-wide golf programs, and the maintenance of the County's golf courses and related golf facilities;

Supervises the selection, training, assignment and evaluation of all employees involved in golf operations and golf course maintenance;

Serves as the departmental staff consultant in all matters relating to the County golf programs including construction of new facilities, turf management, 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 and exhibitions, and secures professional assistance as required to conduct them;

Schedules play throughout the County facilities in order to assure optimum participation by all categories of golfers;

Confers with concessionaires in reference to lease conditions;

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

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;

Prepares the annual golf course budget and maintains records supporting the golf course's financial transactions;

EXAMPLES OF WORK: (continued):

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 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;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

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 and building maintenance of golf courses; good knowledge of administrative processes and techniques; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to supervise, plan and coordinate the work of maintenance and operational personnel; ability to manage the business aspects of the several golf courses; ability to work effectively with the golfing public in the preparation of the golf program to interested groups; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; initiative; tact; diplomacy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree* in Parks/Recreation Management, Agronomy or closely related field and six years of supervisory experience in golf course operations and maintenance; or (b) completion of a college course of study specifically related to turf management and eight years of supervisory experience in golf course operations and maintenance; or (c) ten years of supervisory experience in golf course operations and maintenance; or (d) satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), through (c).

*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.