

GOLF COURSE AND SWIMMING POOL MANAGER  
(City of Rye)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the City Manager, an incumbent of this position supervises the day-to-day operation and maintenance of a golf course and swimming pool operated by the City of Rye as a municipal enterprise. The facility is supported by membership fees and sales and receives no tax support from the City of Rye. This position involves responsibility for the smooth and efficient operation of the golf course and swimming pool, the maintenance of good public relations, adjustment of complaints, and the supervision of the routine maintenance and repair work on the golf course and swimming pool, including its buildings and equipment. Supervision is exercised over subordinate personnel and seasonal staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the daily business operations and maintenance projects of the golf course and swimming pool facilities;

Maintains records and prepares reports of golf course and swimming pool attendance, cash receipts, season ticket holders, caddie's earnings, gas and oil consumption of golf equipment, etc.;

Balances daily cash receipts against tickets sold by checking the cash register, and makes deposits of receipts;

Inspects golf course and swimming pool, restaurant, refreshment stand, club house, and golf shop for compliance with service and sanitation standards, and the need for maintenance and repair;

Hears complaints and disputes and resolves problems as necessary in order to ensure both smooth and efficient operations and good public relations;

Schedules working hours and keeps time sheets for all personnel;

Schedules and supervises the routine painting and repairing of the buildings, equipment and facilities by maintenance personnel;

Develops a long-term improvement program for facilities with efficiency and cost-effectiveness in mind;

Evaluates expenditures and adjusts budget and sources of revenue;

Recommends annual budget and sources of revenue for the golf course and swimming pool facilities;

Prepares requisitions for supplies and equipment;

Arranges for golf and swimming tournaments and other activities at the clubhouse;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Supports the elected Advisory Board/Commission by organizing meetings and advising the members of daily and seasonal operations;

Attends regular meetings of Advisory Board/Commission and subcommittees thereof;

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: Good knowledge of recreation/club management, operation and maintenance; good knowledge of golf rules and regulations; good knowledge of first aide and health regulations regarding swimming pools; good knowledge of the principles, practices and procedures of budget preparation, fiscal administration and accounting; ability to keep simple records and accounts; ability to recognize and recommend the need for repairs; ability to realistically assess resources and facilities; ability to plan and supervise the work of operating and maintenance personnel; ability to establish and maintain cooperative relationships with municipal officials and administrators, municipal boards and commissions, and the general public; ability to deal effectively with people in a supervisory capacity and as patrons of the facilities; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; tact; diplomacy; initiative; honesty; integrity; dependability; courtesy; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in Business Management, Business Administration or a closely related field and two (2) years of managerial experience in the operation of a country club, athletic club, or recreation facility such as a golf course, skating rink, etc.; or (b) a Bachelor's Degree\* and three (3) years of experience as indicated in (a).

SUBSTITUTION: A Master's Degree\* in Business Management, Business Administration or a closely related field may be substituted for one (1) year of the **managerial** experience described above in (a).

SPECIAL REQUIREMENT: At time of appointment, possession of a Certified Pool/Spa Operator certificate (CPO) issued by the Pool and Hot Tub Alliance (PHTA) or the National Swimming Pool Foundation (NSPF). The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

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