

CITY OF RINCON, GEORGIA

Golf Course Department

JOB TITLE: Clubhouse Manager/Pro

SUPERVISOR: City Manager

JOB FUNCTION:Supervises personnel dealing with Rincon Golf Course daily operations. Responsible for overseeing the daily operations of the Rincon Golf Course including pro shop, course maintenance staff, cart barn, and possible operations of a food/beverage facility.

DUTIES:

- Ensures adherence to company policies and safety regulations
- Responsible for interviewing, hiring and training all new employees
- Work Schedules for all departments
- Ensures daily operations follow their job responsibilities/duties.
- Responsible for daily deposits, petty cash and department banks
- Maintains department budget
- Advertising-proofing, placement and promoting Rincon Golf Course including applicable social media avenues
- Purchasing for all Departments- P/O's
 - Merchandise-Clothing
 - Golf Equipment
 - Maintenance/Greens
 - Food Purchases-Menu Items
 - Supplies
 - Hardware
- Responsible for computer entries for the following:
 - Daily Figures- Pro Shop and Grille
 - Daily Operations Report
- Partnering with Georgia State Golf Association (GSGA)
- Scores and handicaps, transmitted weekly/monthly
- Handicap certification per year, per agreement
- Tournaments- Scheduling, handicapping, cart assignments, score cards and tournament scoring
- Room rentals-staffing, catering and decorations
- Assists and completes special projects as assigned by the City Manager
- Attends department head meetings and other meetings as necessary
- Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.
- Working through City Manager, communicates with City Council, external agencies, employees, other departments, the general public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs other related duties as required.

MACHINES, TOOLS, AND EQUIPMENT:

Automobile, City of Rincon Development Guidelines, computer, calculator, fax machine

MINIMUM EDUCATION AND QUALIFICATIONS

High school diploma or equivalent; supplemented by four (4) years previous experience in I office operations, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Individual should be able to lift 25 pounds unassisted. Data processing and typing accuracy is essential. Applicants must pass a drug screening and background check. Potential employees must possess and maintain a valid driver’s license.

WORKING CONDITIONS:

Performance of essential functions may require sitting for long periods of time, standing for long periods of time, and constant typing in the operation of the computer and other office equipment.

MENTAL DEMAND:

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions. Ability to communicate well, through verbal and written means, at all levels, including the public. Requires ability to handle several responsibilities and tasks at one time, and be able to prioritize those tasks. Requires ability to organize and schedule files, works tasks, meetings, etc.

PHYSICAL DEMAND:

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

INTERPERSONAL COMMUNICATION

Requires the ability of speaking and/or signaling people to convey or exchange technical, legal, and administrative information, including giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures such as the law and related policies and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. May require the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

MENTAL APTITUDE

Requires the ability to learn and understand complex directions, situations and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics such as policies and procedures.

VERBAL APTITUDE

Requires the ability to record and deliver information to supervisor; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives