

GOLF OPERATIONS SUPERVISOR, 2457

Summary of Duties : Supervises a group of employees engaged in directing the golf play activities and overseeing the business operations at all City-owned golf courses; and does related work.

Distinguishing Features : A Golf Operations Supervisor is responsible for directing and promoting golf play at all City courses operated by the Department of Recreation and Parks. This class is distinguished from the class of Golf Manager by the latter's responsibility for the City-wide coordination of both golf operations and golf maintenance activities. It is distinguished from the class of Principal Golf Starter by the fact that the latter class is limited to supervising golf operations for several golf courses only.

Assignments are received by written memoranda and by office and field conferences. The Golf Operations Supervisor supervises subordinate employees by personal contacts, group meetings, and review of written reports. An employee of this class is supervised by the Golf Manager, who appraises work in terms of results obtained and the maintenance of good public relations.

Examples of Duties : Supervises Principal and Senior Golf Starters engaged in directing the golf play activities and overseeing the business operations at all City-owned golf courses; requisitions supplies and equipment upon determination of need; supervises the accounting of money collected by Department personnel, the keeping of operating records, and the preparation of reports; outlines the duties for and assigns and transfers golf operations personnel; conducts in-service training classes for golf operation employees; assists in the planning of new golf courses and facilities; coordinates golf operations with golf maintenance activities; participates in the periodic field inspection of golf courses and golf facilities to insure proper functioning of the golf program; interprets policies, objectives, rules, and regulations of the Department to the general public and subordinate employees; assists in promoting and directing the organization of junior golfers in clubs and competitions; meets with, and advises the members of adult golf organizations and acts as liaison with the Municipal Golf Association; conducts special studies on the use of golf facilities; assists in the preparation of the Golf Division budget; assists in the promotion and conduct of all organized competitive golf play on City owned courses, including meeting with community organizations; and occasionally may be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications : A good knowledge of the principles and practices involved in directing the golf play activities at all City-owned golf courses, including planning, organization, personnel management, budgeting, and public relations; a good knowledge of the rules, regulations, policies, and procedures of the Department of Recreation

and Parks pertaining to the public use of City-owned golf courses; a good knowledge of golf rules and etiquette and golf playing equipment and its uses; a good knowledge of the maintenance requirements of golf facilities; a good knowledge of community organizations concerned with golfing activities; a good knowledge of safety principles and practices; a working knowledge of the principles and practices of business management as required to oversee golf course business activities, including accounting for money collected, keeping operating records, and making reports; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; and a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to plan, implement, direct, and coordinate City-wide golf play activities; the ability to organize, assign, supervise, and review the work of subordinates in several locations; the ability to plan, organize, promote, and conduct competitive golf tournaments and the Department's Junior Golf Program; the ability to work with golf club organizations; the ability to deal tactfully and effectively with the public, subordinates, and other City employees; and the ability to provide technical guidance in the construction of new golfing facilities.

Three years of experience as a Senior Golf Starter or in a class which is at least at that level and provides line supervisory experience over employees engaged in starting golf course play, or involved in golf business operations are required.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to five pounds and occasionally more than 15 pounds; body agility and equilibrium involved in such activities as frequent walking and standing; good speaking and hearing ability; and good eyesight.

Persons with physical handicaps may be capable of performing the duties of this class. Such determination must be by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.