

MAJOR FUNCTION

This is professional and administrative work assisting in the management of golf and other recreational programs at Tallahassee's municipal golf courses. Work is performed under the general supervision of the Superintendent-Golf Courses. Work is reviewed through observation, reports and by results obtained.

ESSENTIAL and OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists the Superintendent in the planning, organization, and coordination of golf activities at Tallahassee's municipal golf courses. Assists in the preparation of reports, personnel activities and coordination of golf and other recreation activities of tennis, aquatics and physical fitness, as assigned. Promotes, organizes and conducts tournaments and special events in golf and other recreation activities. Supervises custodial, part-time and volunteer personnel. Attends staff meetings and conferences. Assists citizens who have questions about activities. Works closely with restaurant leaseholder and the maintenance division on upcoming events. Issues golf and recreational equipment. Does evaluations on results of programs. Purchases, maintains and sells golf related commodities and merchandise. Oversees the receipt and deposit of monies collected and the maintenance of related records. Assists in the general administration of the facility. Recommends the selection, transfer, advancement, grievance resolution and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Keeps abreast of happenings in the golf world. Explains the handicap system, rules of golf and rules of the golf course. Works with groups that have scheduled outings and helps with pairings, tee times and scoring. Performs related work as required.

Other Important Duties

May speak to groups concerning the programs offered at the facility. Attends staff meetings and conferences. Takes monthly inventory of materials and supplies. Assists or plays golf with customers as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the modern principles and practices of recreation and physical education. Knowledge of the rules and scoring methods for the game of golf. Knowledge of golf course operations and maintenance. Ability to supervise, train, and direct a staff of subordinates and volunteers. Ability to present recreational programs effectively, both orally and in writing. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and two years of experience that includes supervising golf course operations; or an equivalent combination of training and experience.

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