

**Job Title:** Golf Course General Manager

**Supervisor:** Reports to the Assistant City Manager for Economic Development

**Pay:** Depends on Qualifications and Experience

**FLSA:** Salaried

**Location:** 100 Magnolia Ridge Drive, Liberty, Texas 77575

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### **Duties and Responsibilities**

Overview: The Golf Course General Manager is responsible for overseeing all maintenance and operations related to the recently acquired 9-hole Liberty Municipal Golf Course. The Golf Course General Manager needs to be committed to making the Liberty Municipal Golf Course one of the premier 9-hole golf courses in the State of Texas.

Essential Job Functions: Provides supervision to all maintenance and pro shop staff; responsible for the operation and maintenance of the pro shop; works with civic, social, and professional organizations to recruit tournaments to the golf course; provides superior customer service to patrons; responsible for maintaining and managing all golf course and pro shop inventory; responsible for ordering all necessary materials and supplies; inspects golf course and identifies opportunities to improve the golf course; evaluates the playing conditions of the golf course; maintains accurate records of maintenance, pesticide, and fertilizer use; performs functions normally associated with the maintenance and upkeep of a golf course; sets goals for the golf course; helps assistant city manager prepare the budget for the golf course; develops monthly reports on the operational and financial performance of the golf course; develops policies and procedures for the golf course; communicates with city staff and the general public regarding the golf course; attends trainings, workshops and professional development classes; operates the golf course in a fiscally responsible manner.

Other Job Functions: Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **Working Conditions**

Must be available to work 8:00 a.m. – 5:00 p.m., Monday thru Friday and other times when necessary. Must be able to work weekends when needed. Works inside and outside in all kinds of weather; exposed to noise, dirt, dust, heat, and various insects; requires standing, walking, sitting, stooping, bending, and lifting heavy objects.

## **Minimum Essential Qualifications**

Knowledge: Must have knowledge of “best practices” related to golf course management; must have knowledge of city ordinances and policies; must be familiar with the use of pesticides and fertilizer; must have knowledge of golf course vehicles and equipment; must have knowledge of irrigation systems; must be able to effectively lead and manage staff.

Skills/Abilities: Must be able to use a computer and windows-based software; must have strong verbal and written communication skills; must be a team player; must be willing to learn new skills; must be open to ideas.

Physical Requirements: Constantly sees and hears; frequently drives, kneels, stands, walks, operates a calculator, operates a personal computer, types, enters data, cleans, runs, sorts, twists body, carries, drags and lifts objects weighing up to 50 pounds, holds, pulls and pushes objects weighing up to 50 pounds, climbs, squats, stoops, and crawls; infrequently file and type.

Education/Experience: Graduation from high school and minimum three (3) years' experience as an assistant golf course superintendent or general manager plus at least one (1) year of supervisory experience; member of PGA of America preferred; member of the Golf Course Superintendents Association of American preferred.

### **Other**

Must possess a valid Class C driver's license with a good driving record. Other state valid Class C driver's licenses with a good driving record will be considered. Texas state law requires within 30 days of residency. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**