Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: ASSISTANT GOLF SERVICES MANAGER
(Provisional* Appointment)

SALARY: $53,497 - $71,105 annually

LOCATION: Monroe County Department of Parks

JOB SUMMARY:
This is a professional position, located at the Monroe County Department of Parks, responsible for assisting with the planning, directing, and supervising of municipal golf courses at Durand Eastman, Genesee Valley, and Churchville Parks, in accordance with established standards. This position works closely with the Golf Services Manager, assisting with activities related to pro-shop services such as greens fees and tee reservations, permit and pass sales, merchandise procurement and sales, cart rentals, tournament scheduling, golf lessons, and clinics and practice ranges; restaurant management including product procurement, management, and sales; and financial management of golf service operations. Duties also include customer and public relations and enforcing golf course policies and procedures. The employee reports directly to, and works under the general supervision of the Golf Services Manager or other higher-level staff member. General supervision may be exercised over golf pro staff and laborers. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Graduation with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent experience in the operation of a golf course; OR,

(B) Graduation with an Associate's degree, plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(C) Five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C), above.

SPECIAL REQUIREMENTS:
Must obtain a valid Level I – Food Manager in Charge certificate approved by the Monroe County Department of Public Health during the probationary period.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

SPECIAL REQUIREMENTS CONTINUED:
Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: February 17, 2026

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

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