



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **GOLF SERVICES MANAGER (Provisional* Appointment)**

SALARY: \$59,060 - \$76,163 annually

LOCATION: Monroe County Department of Parks

JOB SUMMARY:

This is a management level position, located at the Monroe County Department of Parks, responsible for planning, directing and supervising municipal golf courses at Durand Eastman, Genesee Valley and Churchville Parks in accordance with established standards. Duties include directing 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 Superintendent of Parks and Golf Courses or other higher level staff member. General supervision is exercised over golf pro staff and laborers. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience in the operation of a golf course, two (2) years of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent experience in the operation of a golf course, two (2) years of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Class A member of the PGA.

SPECIAL REQUIREMENTS:

Must obtain a valid Level I - Food Handler in Charge certificate approved by the Monroe County Department of Public Health during the probationary period.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

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: November 3, 2017

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.