



COUNTY OF MERCER

OFFICE OF PERSONNEL

McDade Administration Building
640 South Broad Street
P.O. Box 8068
Trenton, NJ 08650-0068
Phone: 609-989-6676 Fax: 609-989-6535

Brian M. Hughes

County Executive

Kelvin S. Ganges

Chief of Staff

Andrew Mair

County Administrator

Raissa L. Walker

Personnel Director

ASSISTANT GOLF MANAGER

Definition: Under direction, assists in daily management of a regulation golf course and its facilities; assists in directing the operation which is consistent with an overall management program that requires sufficient revenue generation; does other related duties as required.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of work and responsibilities:

- May manage daily operation of a public golf course and create new ways to generate additional revenues within the existing programs;
- May plan, design, and implement revenue generating programs;
- Assign duties and trains subordinates in efficient operation of golf course and its facilities;
- May direct operation of a luncheonette and merchandising and repair of golf course equipment;
- Maintains records, files and account ledgers;
- Abides by policies and procedures;
- Ensures subordinates' adherence to policies and procedures;
- Enforces all rules and regulations governing golf course usage;
- Oversees collection and accounting for all applicable fees, sales and charges;
- Develops and manages an innovative tournament program that services all customer segments;
- Promotes and markets the golf course to maximize rounds;
- Actively pursues new customers for the golf course;
- Works cooperatively with the Director of Golf, General Manager, Superintendent, Golf Academy, Caterer, and course staff;
- Operates and maintains proper inventory levels for all merchandise in the golf shop;
- Maintains the golf shop, offices, and surrounding areas in a neat, organized, and professional manner;

Requirements and Recommendations: An Associate's Degree from an accredited college or institution is required; a Bachelor's Degree from an accredited college or university is preferred. PGA Member or PGA apprentice preferred. Candidate must have two (2) years of experience in the management, operation, and supervision of revenue producing facility or facilities at a recreational, sports, or entertainment center. Candidate should possess the ability to lead, possess

Knowledge and Abilities:

- Authority on the Rules of Golf
- Ability to operate and oversee Handicap System
- Knowledge of developing/implementing programs intended to maximize revenue generation as the result of efficient usage of a recreation facility
- Ability to assign tasks and duties to subordinates
- Capable of providing subordinates with guidance and instruction when necessary; provides supervisory leadership to ensure tasks and duties are completed in a timely manner in accordance with proper procedures
- Ability to prepare and present precise, informative reports and financial statements
- Ability to maintain records and files
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Soft Skills:

- Dependability
- Detail-oriented
- Self-motivated
- Ability to lead (provide instruction; model professional behavior and etiquette; assert authority when required)
- Team oriented
- Courteous/hospitality focused
- Task-driven
- Good time-management skills

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Without exception, no golf instruction or coaching shall be permitted during hours in which the hired individual is fulfilling her/his duties as the Assistant Golf Manager –or as a county employee, generally.

Mercer County offers a competitive salary and comprehensive benefit package. Mercer County residency is required within six (6) months of appointment.

Send resume and application with cover letter **no later than March 16, 2018** to: Raissa L. Walker, Personnel Director, Mercer County Administration Building, 640 South Broad Street, PO Box 8068, Trenton, NJ 08650-0068.

EEO/AA/ADA Employer