



## EMPLOYMENT OPPORTUNITY

### Golf Services Supervisor

**Salary:** \$4,727 - \$6,679 Monthly  
**Job Type:** Full-Time, Exempt  
**Department:** Parks & Recreation  
**Benefits:** Benefits Eligible  
**\*Position pending Council approval\***

#### The Position

Under general direction, plans, directs, administers, organizes, coordinates, and provides direction and oversight for the Town's Municipal Golf Course; performs a variety of administrative, supervisory and professional work in the operation of the Golf Course and related Golf services and programs; provides highly complex professional assistance to the Director of Parks and Recreation in areas of expertise; fosters cooperative working relationships with various public and private groups; and performs related work as required.

#### Job Functions

- Plans, organizes, assigns, trains, directs, and reviews the work of assigned golf services and maintenance staff; plans and oversees the recruitment, selection, and evaluation of staff; ensures the most effective use of staff and materials resources; provides for the training of staff in work procedures and golf services activities.
- Oversees the reservation system, starting, monitoring and pace of play.
- Track and verify all players and guests, green fees, golf carts, and other charges necessary and facilitate accurate accounting and recordkeeping.
- Oversees golf cart fleet while ensuring proper maintenance and recordkeeping.
- Oversees the operations of a well-managed practice facility. Provides professional club repair and club fitting services. Ensures the proper storage, safety and cleaning of golf equipment.
- Administers the Rules of Golf and educate staff; promote and provide Rules of Golf to the public.
- Oversees retail merchandise concession.
- Supervises physical inventories, present a diverse and desirable array of golf equipment, apparel and accessories.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Determines equipment, materials, and staffing needs for assigned programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; directs the maintenance of a variety of records and prepares complex reports of work performance.
- Oversees the monitoring and control of supplies, materials, and equipment; delegates the ordering of supplies and materials; reviews and approves all requests of expenditures by assigned staff; oversees the preparation of documents for equipment procurement; plans, organizes, and oversees bid processes for maintenance and repair of facilities and equipment, as necessary.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the Town's and Division's overall goals, policies, and ordinances, and in compliance with applicable Federal, State, and local rules, regulations, and guidelines.
- Works with community groups and residents in the development and coordination of programs; manages the scheduling of activities, games, classes, and events.
- Performs other duties as assigned

#### Qualifications

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation, business, public administration, or a closely related field and three (3) years of golf course management experience with a minimum of one (1) year in a supervisory role. Customer service experience is highly desired.

**License:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

**S e l e c t i o n   P r o c e s s**

A completed Town employment application is required by the close of recruitment. **This position will remain open until filled.** Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.