



CLASS SPECIFICATION

Class Title: Director, Golf
Department: Golf Courses
Merit Status: Merit-Exempt
FLSA: Exempt

Class Code: 9520
Eff. Date: 1/1/2021
Grade: 32
Revised: 12/22/2020

GENERAL PURPOSE

This is an at-will position appointed by the Davis County Board of Commission. Under the broad policy guidance and direction from the Davis County Commission, this position directs, supervises, and performs professional and administrative duties in planning, implementing, and directing golf courses in Davis County.

EXAMPLE OF DUTIES

Supervises, hires, and trains department personnel directly or through subordinates; assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; documents and addresses employee performance problems in a timely manner; determines and initiates disciplinary actions as necessary.

Establishes management policy for golf course operations, including, but not limited to, operating methods and procedures; event scheduling procedures; collection and deposit of funds; receipt and accounting for revenue.

Prepares, presents or oversees the presentation of department budgets; monitors expenditures and revenue collection in compliance with all County policies, procedures and practices. Directs the processing of personnel actions, requests to hire, purchase orders, and expenditure vouchers in accordance with policies.

Oversees and approves Pro Shop merchandising strategies and planning. Oversees merchandise, equipment, apparel, and special orders to ensure a sufficient inventory that satisfies the needs of the Golf Associations and other golf patrons.

Develops and implements strategies to ensure optimal utilization of the county's golf courses, while serving the public. Oversees and approves marketing and promotional strategies for the courses.

May be involved in conducting golf clinics or golf lessons to groups and individuals. If compensated directly for lessons, this time is scheduled away from regular work time.

Oversees men's and women's golf associations and junior golf programs.

Oversees golf course maintenance to ensure optimal course conditions.

Promotes public relations; establishes an enjoyable atmosphere conducive to the game of golf. Maintains excellent customer relations.



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Travels to conferences, events, meetings, and training within and outside of Davis County.

Maintains PGA membership and complies with PGA standards.

May represent the county in non-golf related community functions such as sitting on various boards and/or committees, such as tourism, water district, chamber of commerce etc.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school plus two (2) years as a Head Golf Professional and completion of a PGA/Professional Golf Management Program; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Classified as a Class A-4 or A-1 PGA or LPGA golf professional.

Current membership in the PGA or LPGA.

Furnish personal transportation for on-the-job travel. When driving on County business must possess a valid driver's license, operate a motor vehicle in a safe manner and maintain minimum vehicle liability insurance as specified in Utah Code.

New employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: USGA rules, handicap and course rating system; fundamentals and mechanics of the golf swing; organizing and conducting golf tournaments; sound budgetary, management and financial concepts and procedures; County policies, procedures, and practices; effective supervisory techniques and principles; public relations principles and methods.

Skill in: playing the game of golf; teaching golf techniques, operating all applicable computer hardware and software and other common office equipment; retrieving necessary information.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe



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manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise sound independent judgment and make sound decisions; supervise and evaluate the work of others; analyze, interpret, prepare and report financial data; analyze and solve complex problems; perform efficiently under pressure/deadlines; receive and handle sensitive information and maintain strict confidentiality; interpret, formulate and write policies and procedures; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, departments, vendors, golf associations, patrons, agencies, and the general public, and promote the game of golf.

WORKING CONDITIONS

Maintain concentrated attention to detail for sustained periods of time. Work a flexible schedule that may include evenings and weekends; work extended hours as necessary and work outdoors.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information:

Date:	12/22/2020
Department Approval:	Dustin Volk
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito