



Golf Business Manager

City of Cedar Rapids

Contact Name: Troy Simmons

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Closing Date:

Salary: \$74,900.80 - \$104,894.40 Annually

Description:

Join the City of Cedar Rapids Parks and Recreations team as a Golf Business Manager! Drive success on the fairway and in the clubhouse. Seize the opportunity to elevate our golf operations, enhance customer experience, and lead a passionate team. If you're ready to tee up your career in golf management, apply now for a swing at this exciting opportunity!

At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation.

About our Community

Nestled in the heart of Iowa, Cedar Rapids is our vibrant and diverse community known for its rich history, culture, and natural beauty. Our city has a strong sense of community which can be seen at any of our numerous parks, recreational opportunities, and family-friendly events year round. You can also explore our thriving downtown district, filled with shops, restaurants, and entertainment options, or take a stroll along the Cedar River, which runs through the heart of the city. Cedar Rapids - Why you should live here!

About this Opportunity

Provides management, planning, and supervisory work with responsibility to direct the daily programming and facility operations of the City golf courses.

Essential Job Duties

- Provides management and leadership for a large multi-faceted division, responsible for all aspects of golf operations, management, and services.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Prepares the golf operation budget, assists in budget implementation, and participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Participates in strategic planning activities for the golf division.

- Ensures sound relationships between division staff and golfers; keeps golfers informed of the activities of the facility and encourages participation.
- Creates, facilitates, and manages marketing plan for the golf division.
- Represents golf operations at City and community functions and Commission meetings, serving as spokesperson as needed.
- Coordinates activities and partnerships with other city departments and outside organizations.
- Maintains and analyzes golf course usage records and maintains records of golf maintenance activities and equipment.
- Consults and approves course maintenance regarding construction projects, chemical/fertilizer use, mowing and maintenance schedules and irrigation procedures.
- Determines merchandise and display needs for all three golf courses and pro shops and manages all aspects of concessions to maximize profitability and efficiency.
- Performs related work as required.

Required Education and Experience

- Bachelor's degree in business, public administration, finance, accounting, sports management, or a closely related field and 5-7 years of experience in professional management or golf course operations;

OR,

- An equivalent combination of education and/or experience (i.e., one year of relevant experience may substitute for one year of education)
- Supervisory experience
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- Class A Professional Golf Association (PGA) Professional membership or Class A Golf Course Superintendent Association (GCSA) Superintendent membership

Desired Qualifications

- Two-year Turf Management Certificate or equivalent training preferred

Additional Information

Work Schedule:

Monday - Friday, 8:00am - 5:00pm, or as needs arise depending on season

Equal Opportunity/Affirmative Action Statement

The City of Cedar Rapids is an equal opportunity/affirmative action employer. All job applicants will receive consideration for employment free from discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

Applicants with Disabilities

We respect and value people with disabilities and are committed to providing a workplace culture of disability inclusion. People with disabilities are supported during the hiring process and are

encouraged to apply for employment with the City of Cedar Rapids. In support of the Americans with Disabilities Act, reasonable accommodations will be provided to those in need of assistance with the application and interview process. To request an accommodation, contact the City's Human Resources department by phone at 319-286-5000 or by email at hr@cedar-rapids.org.