



## **General Manager/ Golf Operations**

### **Oak Lawn Park District**

**Contact Name:** Tom Hartwig  
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**Contact Phone:** 708-857-2420  
**Closing Date:**  
**Salary:** \$96,000 - \$98,000

#### **Description:**

Stony Creek Golf Course  
General Manager/Golf Operations

The General Manager will oversee, direct and administer all aspects of the operations at Stony Creek Golf Course. This is a full-time exempt position with competitive benefits.

Compensation: \$96,000- \$98,000/YR

#### **Qualifications:**

Must have 3 to 5 years related experience in golf operations and or club management. A four-year college degree is preferred. Membership in the PGA is preferred.

#### **Required Knowledge:**

Must have supervisory, training and staff development experience. Experience in total golf facility management and demonstrated ability to run an efficient, high quality, service-oriented, professional operation is required including strong business aptitude and passion for the golf business. Must possess exceptional written and verbal communication skills and be extremely organized, efficient and detail oriented. Exceptional customer service skills are essential. Must be highly motivated, goal driven and a self-starter with highly polished interpersonal skills. Must have skill to exercise good independent judgment in assessing situations and making decisions and the ability to establish and maintain effective working relationships. Proficiency in the use of Microsoft Word, Excel, Outlook, and Golf Now preferred.

#### **Essential Functions:**

- Develops, maintains and administers a sound business and organizational plan for the golf course which includes an operating/capital budget and marketing plan
- Hires, develops and supervises all key management employees including but not limited to Stony Creek Manager and Head Greens Keeper.

- Consistently assures that the golf course is operated in accordance with all applicable local, state and federal laws
- Oversees the care and maintenance of the course's physical assets and facilities
- Assists in the creation and coordination of the property's marketing strategy in conjunction with the Marketing Manager
- Works with the appropriate staff to create and develop programs to attract golfers to the facilities amenities
- Ensures the highest standards for food, beverage, sports, recreation activities and other property services
- Analyzes financial statements (income and expenses) relative to budgeted goals and takes corrective measures as necessary
- Works with the Stony Creek Manager and Head Greens Keeper to schedule, supervise and direct the work of all Stony Creek employees
- Maintaining positive and productive relationships between the golf facility and its Board of Commissioners, golfers, guests, employees, community, government and industry
- Participates in appropriate outside activities as approved by the Executive Director to enhance the presence of the golf course in the local community
- Perform other duties as assigned by supervisor

**Psychological Considerations:**

- Must be able to think critically and offer solutions as problems arise.
- Must be able to work both unsupervised and closely with co-workers.
- Must be able to work well with the general public.

**Cognitive Considerations:**

- The ability to supervise the work of others.
- The ability to carry out work assignments with little or no supervision.
- The ability to read, write, and organize materials.
- Must be able to follow directions - oral and written.

**Please apply directly at <https://olparks.bamboohr.com/careers/88>. If you have any questions, please direct them to Executive Director, Tom Hartwig at [thartwig@olparks.com](mailto:thartwig@olparks.com).**

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a work/life balance. Some of the many benefits we offer include medical, Dental, and Vision Care; Pension Plan (IMRF). Paid Time Off (Vacation, Sick-time, Holidays); Employee discounts at park district facilities and for programs. Free use of all fitness facilities for employees; monthly Healthy Living Club Meetings which provide staff with an opportunity to try different forms of recreational activities at no cost.

Oak Lawn Park District is an equal opportunity employer. Employment with the Oak Lawn Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, sexual orientation, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. Those applicants

requiring reasonable accommodation to the application/interview process should notify the Human Resources and Risk Manager, Delaney Mossman at [drossman@olparks.com](mailto:drossman@olparks.com).