



Director of Golf

Naperville Park District

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Closing Date:

Salary: \$120,000/yr - \$130,000/yr

Description:

The Naperville Park District is seeking a dynamic leader with facility management experience, including familiarity with programming, memberships, merchandising and maintenance operations in a public sector setting. Position has four full-time direct reports across two 18-hole golf courses and is a member of the District's leadership team.

Overview:

Under the general supervision of the Executive Director, the Director of Golf is responsible for the administration, organization, and supervision of District golf operations, maintenance, and programs. This position provides strategic direction in fulfilling community needs for golf facilities, programs, and services, and manages improvements in processes.

Essential Duties and Responsibilities:

1. Maintain and support golf operations in alignment with the District's mission, vision, core values, and strategic initiatives.
2. Manage property and equipment through identifying and purchasing program equipment and supplies, initiating work order requests and repairs, maintaining a preventative maintenance program, and ensuring appropriate levels of safety and cleanliness.
3. Provide administrative and program related duties through developing department goals and objectives, preparing and maintaining reports pertinent to the department, coordinating the use of facilities and services with related departments, and developing a long-term capital development plan for the District golf courses.
4. Work closely with related departments to measure department results, identify strategic initiatives, and establish direction. Identify appropriate data to collect, evaluate, and utilize to support initiatives, make decisions, make available to others as needed, report progress, improve efficiencies, etc. If appropriate, train staff in data collection, interpretation, and how to use it to build relationship value.
5. Establish excellence in service quality throughout all golf program and facility services. Collaborate with related departments to ensure customer service, safety, cleanliness, and maintenance standards are met.

6. Investigate program or service issues, personnel matters, and patron complaints. Support managers and supervisors or take the lead in effectively resolving such matters.
7. Actively participate in District's Strategic Planning process, including developing key organizational and departmental goals and initiatives. Ensure strategic goals and initiatives are aligned with the allocation of resources reflected in the District's annual budget.
8. Collaborate with the Marketing Department to develop and implement an effective public marketing program for golf services. Prepare information for the promotion of programs and work closely with the Marketing department in the design and development of program guides, flyers, posters, brochures, and web materials. Review, update and maintain golf website content.
9. Collaborate in the development of and maintain intergovernmental, corporate, and cooperative agreements.
10. Coordinate the use of facilities and services with related departments and school districts. Optimize use of the District's facility resources.
11. Review construction drawings/specifications relating to golf development projects. Collaborate with Planning department staff to oversee successful completion of golf capital improvement projects. Ensure accurate and timely completion of contractor agreements and uphold terms of the agreements with contractual vendors.
12. Develop annual department/division budget and year end projections as outlined in the annual budget calendar. Communicate budgetary requests as needed and educate direct reports on the approved annual budget. Continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuations in revenue as appropriate. Review fees for services and programs to provide excellent value for residents and patrons while remaining competitive within the golf market. Approve expenditures. Prepare and execute bids and develop project contracts and provide project/contractual provider oversight.
13. Optimize traditional and alternative revenue sources available for department objectives.
14. Manage work of others, including planning, assigning, scheduling, and reviewing work, ensuring quality standards are met. Is responsible for hiring, disciplining, training, and developing, reviewing performance, and administering performance improvement plans for staff. Approve and sign off on biweekly payroll.

Other Duties and Responsibilities:

- Participate on the District's leadership team and actively participate in the development of organizational strategies and initiatives.
- Speak to local community groups, organizations, and schools.
- Build and maintain a positive rapport with patrons and the community.
- Serve on committees, commissions and/or boards representing the District when requested or appointed.
- Prepare agenda items and attend regular and special board meetings as required.
- Provide department updates to the Park Board as required.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the principles, theory, and philosophy of a golf services profession including knowledge of the development and operation of golf courses and facilities.
- Knowledge of the food, hospitality, and retail sales businesses.
- Knowledge and skill in budget preparation, financial management, and fiscal control.
- Working knowledge of basic computer software, including golf point of sale systems.
- Knowledge of specification preparation and bidding procedures.

Education and Experience:

- Bachelor's degree in Business Administration, Recreation and Park Administration, Golf Course Management, or related field.
- Minimum five (5) years of experience in a supervisory capacity, or an equivalent combination of education and experience.
- Valid driver's license required due to the need to oversee operations at Springbrook and Naperbrook Golf Courses, and to attend meetings at multiple facilities throughout the District.
- Possession of, or ability to obtain, Basset and Food Sanitation certification within four (4) months of hire.
- Possession of, or ability to obtain, First Aid, CPR, and AED certification within two (2) months of hire.

Special Considerations:

- Subject to both office and outside environmental conditions.
- Subject to modified/flexible work schedules including but not limited to being on call on weekends and outside of standard business hours.
- Ability to travel to and work at all Naperville Park District facilities.
- Regular onsite attendance is an essential function of this position.

Benefits

Hiring Rate: \$120,000/yr - \$130,000/yr

To be considered for this position, interested individuals must complete the online application accessible at

www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.