



## CITY OF SEATTLE

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### Parks & Recreation Golf Manager (Mgr 3 - Exempt)

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<b>SALARY:</b>	\$94,816.08 - \$142,213.68 Annually
<b>LOCATION:</b>	Parks - Jefferson Horticultural Center, 1600 S. Dakota Street, Seattle, WA 98108, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle Parks & Recreation Department
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	12/18/18 04:00 PM Pacific Time

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#### POSITION DESCRIPTION:

##### About Seattle Parks and Recreation

Seattle Parks and Recreation (SPR) provides welcoming and safe opportunities to play, learn, contemplate, build community, and promote responsible stewardship of the land. SPR is comprised of a 6,414-acre park system that includes 485 parks and extensive natural areas. We promote healthy people, a healthy environment, and strong communities. SPR values access, opportunity, sustainability and responsiveness. We strive to deliver excellent customer service and continue the legacy of creating and maintaining robust communities with a diverse workforce. SPR is also deeply committed to advancing the [City of Seattle's Race and Social Justice Initiative \(RSJI\)](#) by working to end institutional and structural racism.

Seattle Parks and Recreation operates four golf facilities with a total of three 18-hole courses, three 9-hole short courses, three driving ranges and one mini-golf putting course. The four courses include Interbay Golf Center, Jackson Park Golf Course, Jefferson Park Golf Course and West Seattle Golf Course. Each has a clubhouse that provides food and beverage sales and a pro shop that includes merchandise sales, processing of green fees and general support for the public using the facilities. The current operating model includes *Premier Golf Center, LLC* operating the business functions of the four sites through a management agreement and SPR for course maintenance and capital projects including major maintenance.

##### About the Position

The Golf Manager operates at both tactical and strategic levels, managing and continuously developing all aspects of the business. This involves providing a clear vision for its strategic direction, ensuring excellent customer service and maximizing revenue. Candidates should have a fundamental knowledge of the game, rules, facility operations, tournament operations, supervisory practices, and personnel positions. They should have skills in organizational planning and prioritizing, promotion and marketing, customer service, and hold a

PGA professional membership. The successful candidate will have a strong background in golf course landscaping and maintenance, contract management skills and strong written and oral communication skills.

### **JOB RESPONSIBILITIES:**

- Plan, direct and manage all aspects of SPR's Golf programs including, but not limited to, operations, landscape maintenance, agronomic oversight, programming, environmental sustainability, capital improvements, contract management, budget development and management, internal and external communications, program and facility marketing and personnel administration.
- Lead a team of four golf Superintendents to implement and ensure compliance around maintenance standards and agronomic programs. Candidate will ensure consistency between the four golf complexes/properties.
- Work closely with the operations and management teams to promote a spirit of cooperation and unity of purpose.
- Ensure compliance in the area of agronomic safety; creating a positive and safe working environment. Maintain vendor relations for key agronomic areas, including but not limited to, turf equipment, chemical manufactures and turf distributors.
- Regularly communicate with golf stakeholders, men's and women's clubs, community groups, schools, youth groups, advisory committees and other interested parties.
- Oversee all budgetary and fiscal matters to ensure operations remain within monetary allocations, follow policies and procedures to properly account for all funds handled by the Golf Program. Manage and monitor an Enterprise Fund (Golf) with an expense budget of \$11.3M and a revenue budget of \$11.9M. Conduct analyses of golf revenues and expenditures. Ensure overall golf course maintenance budgets are accurately budgeted, forecasted and achieved.
- Coordinate the development and implementation of a capital improvement program, develop project scope and priorities, coordinate project planning and design, arrange project financing and oversee construction activities with departmental staff, consultants and contractors.
- Develop and implement market surveys to assist in the creation of action plans, fee structures and marketing strategies with the goal of improving customer service, player & workforce diversity and increasing revenue generation.
- Develop strategic, marketing, and work plans for facilities and programs.
- Incorporate departments values of 'Healthy People, Healthy Environment and Strong Communities' as an integral part of everyday operations.
- Serve as the primary contact for all water or water permitting issues with operations.
- Develop, implement and report out on a system of performance measurements that track specific performance goals and outcomes.
- Coordinate programs and activities with other city departments, agencies, schools, citizen groups and user groups to ensure that programs and activities meet the needs of our diverse communities.
- Develop partnerships and collaborations to maximize resources and program efforts with employees, user groups, businesses, community groups and stakeholders.
- Identify and address race and cultural challenges inherent in managing services to the public and develop, manage, and evaluate public outreach and communication for Golf.
- Manage and supervise golf course Maintenance personnel. Work with Human Resources and Labor Management to resolve workforce issues.

### **QUALIFICATIONS:**

#### **Minimum Qualifications:**

- A bachelor's degree in Golf Administration, Turf Maintenance, Parks and Recreation Management, Natural Resources Management, Public Administration, Business Administration or related field (an equivalent 2 years training/experience/education).
- A minimum of five years of professional experience in managing golf course(s) or similar large-scale facilities including maintenance and operational personnel, course profit centers (e.g. driving range, food services, lessons, etc.) and capital projects.
- Three years of increasing responsibility or supervisory experience in a large public or private sector organization interfacing with the community, stakeholders, diverse groups and interests and

underserved populations. Extensive knowledge of the principles, theories and practices of golf course management and operation, including agronomic practices, budgeting and financial practices.

- Proven record of successful management, oversight or direct responsibility for implementing at least 2 major capital projects or major capital programs that met the original goals adopted by their governing bodies.
- Proven track record of working successfully and collaboratively with a variety of interests in the community, including advisory council members, elected officials, district councils, businesses, labor organizations, advocacy groups and underserved populations.
- Possess a current, valid Driver's License or evidence of equivalent mobility.
- Possess CPR/First Aid certification within 3 months of employment.

### **Desired Qualifications:**

- A master's degree in Golf Course Management, Parks and Recreation Management, Natural Resources Management, Public Administration, Business or in a related field is preferred or an additional 2 years of experience in Golf Course Mgmt.
- Professional Golfers Association of America's Class A membership status or acquire within 3 months of employment.
- 3 or more years of knowledge and experience implementing current trends and developments in golf course (i.e., full service club or facility with published programs) management. Including customer retention and recruiting trends in environmentally sound maintenance practices.
- A member of the Golf Course Superintendents Association or ability to obtain within 3 months of employment.
- Working knowledge of the City of Seattle's Race and Social Justice Initiative (RSJI). Experience with core RSJI strategies to build racial equity in both the game of golf & employment. See RSJI Initiative Link: <http://www.seattle.gov/rsji/> (Diversity strategy)
- A passion for golf.

### **ADDITIONAL INFORMATION:**

#### **SPR's Core Competencies are:**

**Accountability & Action:** Holding yourself accountable for achieving goals, completing tasks, and delivering quality work. Demonstrating thoughtful initiative in actions and decision-making and promoting high quality standards.

**Equity and Inclusion:** Supporting the goals of the Race and Social Justice Initiative and the City's commitment to workforce equity.

**Communication:** Sharing and exchanging information and ideas with people in a variety of ways to help them understand and remember the information.

**Service:** An ongoing commitment to base decisions and actions on the needs and priorities of the City.

**Teamwork:** Leading as an engaged member of a team to build a cohesive team and facilitate the achievement of work group goals.

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2018-01591

<http://www.seattle.gov/jobs>  
PARKS & RECREATION GOLF MANAGER (MGR 3 - EXEMPT)  
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104

[Careers@seattle.gov](mailto:Careers@seattle.gov)





**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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### Parks & Recreation Golf Manager (Mgr 3 - Exempt) Supplemental Questionnaire

- \* 1. Seattle Parks and Recreation considers access, inclusion and building a diverse workforce core to the mission of serving a diverse community. The following question is aligned with these values. Please respond in writing to the following question, limiting your response to no more than three paragraphs. • We expect a high level of performance from everyone at Seattle Parks and Recreation, no matter their position. Our goal is nothing short of transforming the Department into a first-class park and recreation agency. We build teams of exceptionally dedicated employees. We empower each other and value our diversity. We also celebrate and reward our successes. What is your model of success and how will you fit into this culture?
- \* 2. A bachelor's degree in Golf Administration, Turf Maintenance, Parks and Recreation Management, Natural Resources Management, Public Administration, Business Administration or related field (an equivalent 4 years training/experience/education)?  
 Yes  No
- \* 3. A minimum of five years of professional experience in managing golf course(s) or similar large-scale facilities including maintenance and operational personnel, course profit centers (e.g. driving range, food services, lessons, etc.) and capital projects?  
 Yes  No
- \* 4. Three years of increasing responsibility or supervisory experience in a large public or private sector organization interfacing with the community, stakeholders, diverse groups and interests and underserved populations. Extensive knowledge of the principles, theories and practices of golf course management and operation, including agronomic practices, budgeting and financial practices?  
 Yes  No
- \* Required Question