



**Cordova Recreation & Park District
Golf Course Manager**

SALARY	\$41.86 - \$53.42 Hourly \$3,348.57 - \$4,273.72 Biweekly \$7,255.24 - \$9,259.73 Monthly \$87,062.92 - \$111,116.79 Annually	LOCATION	Sacramento, CA
JOB TYPE	Full-time	JOB NUMBER	00000526
DEPARTMENT	Cordova Golf Course & Pro Shop	OPENING DATE	10/02/2024
CLOSING DATE	10/30/2024 11:59 PM Pacific		

Description

The Cordova Recreation and Park District is recruiting for a dynamic, customer service driven and business-minded individual who can successfully perpetuate revitalization efforts at the Cordova Golf Course. This individual will partner and work with a supportive management team to enhance successful operations and maintenance at Cordova Golf Course.

This is a full-time onsite position with a comprehensive benefits package that includes fully paid medical, dental, and vision for the employee and all eligible dependents. CRPD participates in the CalPERS Retirement System. Employees in this classification have the option of working a 9/80 schedule. (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off)

Who We Are

Established in 1958, Cordova Recreation & Park District (CRPD) is an independent special district governed by an elected Board of Directors.

We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 45 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

Who We Serve

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Summary Description

Under general direction of the Director of Parks and Recreation and Recreation Superintendent, directs, manages, supervises, and coordinates the activities and operations of the Golf Division within the Parks and Recreation Department; ensures that all aspects of the golf operations are being conducted professionally and within District guidelines while maintaining an atmosphere of complete hospitality; oversees and supervises all golf personnel, contractors, and vendors ensuring quality performance; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Director of Parks and Recreation and Recreation Superintendent; and performs other related duties as required.

Distinguishing Characteristics

This classification provides leadership and direction for the Cordova Golf Course and exercises a broad range of authority over complex operations and facility maintenance programs with multiple funding sources. The Golf Course Manager has expertise in developing successful golf course culture; is knowledgeable and articulate in understanding issues, policies, and trends relating to golf course management; and develops well-written proposals, reports and spreadsheets concerning budgets, expenditures, and projects.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for assigned services and activities of the Golf Division including overseeing all operations of the Cordova Golf Course; monitor the performance of all daily operations, functions and services and maintain high standards and ensures customer satisfaction.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Hire, train, and evaluate all staff at the course, including maintenance and service employees; provide results-oriented leadership, coaching, mentoring and positive direction to staff.
- Conduct regularly scheduled staff meetings and training programs.
- Maintain active membership in appropriate professional organizations; attend conferences, workshops, and meetings to keep abreast of current golf trends.
- Review, evaluate, and continuously improves programs ensuring exceptional public service.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Ensure fiscally responsible cash handling and inventory maintenance procedures are established and followed.
- Review golf course charges and fees to ensure they are current with the market and results in fiscally responsible management of resources.
- Coordinate the golf course's marketing and promotional programs to recruit patrons; manage website content consistently and ensure weekly updates.
- Oversee the Golf Course Superintendent and plan, direct, and supervise all aspects of golf course maintenance and facility management ensuring safe work practices and environment.
- Plan short and long-term maintenance and renovation activities of golf course grounds, facilities, and equipment.
- Negotiate contracts with vendors and concessionaires.
- Coordinate all professional instruction and teaching programs.
- Prepare and maintains accurate records, files, and reports.
- Represent the District in relations with the golfing community such as private golf groups, concessionaire, contracted representatives, and others.
- Effectively interacts with the public and addresses their concerns.
- Perform related duties as required.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a golf course.
- Rules and regulations of the game of golf, golf etiquette, and tournament procedures.
- Principles and practices of program development and administration.
- Modern business management, marketing, personnel management, and customer service of golf courses.
- The principles and techniques of effective supervision including training, mentoring and coaching.
- Sales goals and strategies to ensure alignment with positioning and pricing.

- Methods, materials, equipment, and techniques used in the maintenance and repair of golf course grounds and facilities.
- Principles and practices of contract administration.
- Occupational hazards and standard safety procedures.
- Principles and practices of budget preparation and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, organize and direct all operations and activities of a golf course.
- Oversee, direct, and coordinate the work of golf course staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Stay abreast of new and changing technology relevant to the position.
- Prepare and administer budgets.
- Maintain records and prepare clear and concise reports.
- Develop spreadsheets and other pertinent documents.
- Analyze situations accurately and develop, recommend, and execute an effective course of action.
- Analyze operating procedures and recommend improved programs for administering the maintenance and operation program.
- Read, write, and speak English at a level necessary for satisfactory job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to an associate degree from an accredited college or university with major course work in business administration, public administration, or a closely related field, and five years of golf course operations and maintenance experience including two years of administrative and supervisory responsibility. Additional supervisory experience may be substituted for required education on a year for year basis.

License or Certificate:

Professional Golfer's Association (PGA) Certification desirable.
Possession of an appropriate, valid driver's license.

Additional Requirements:

Department of Justice (DOJ) background check required.
Required to take and pass a drug screening.

Supplemental Information

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some accomplished in an outdoor setting; frequent public and/or coworker contact; exposure to noise, moisture, dust, and all types of weather and temperature conditions including hot, wet, and/or humid conditions. Work may require travel to and from off-site locations throughout the District. May be required to work weekends, evenings, and holidays.

Physical: Sufficient physical ability and mobility to work in an office and outdoor setting; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel crouch, reach, and twist to use standard office equipment requiring repetitive hand movement and fine coordination including the use of a keyboard; to occasionally push, pull, lift, and/or carry items weighing up to 20 pounds; to make frequent decision-making and concentration; frequent public and coworker contact; occasional working alone; frequent repetitive motion, writing, grasping, holding and reaching; to use fine and gross motor coordination for driving; and to verbally communicate to exchange information

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

NOTE: *The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

Pre-Hire Requirements:

Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: fingerprinting and Department of Justice (DOJ) background check, a clear tuberculosis screening, pre-employment physical, pre-employment drug screening, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

How to Apply for this Position:

An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. CRPD reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES

Initial Selection Review:

The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

Testing:

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation:

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter.

Withdrawing from Recruitment Process:

Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions:

All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer: The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

EMPLOYMENT CLASSIFICATION: Regular Full-Time, Exempt

SALARY: Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

SOCIAL SECURITY: Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

MEDICARE: Employees hired after March 31, 1986, contribute 1.45% to Medicare.

RETIREMENT: Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

DEFERRED COMPENSATION: Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

MEDICAL BENEFIT: Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

DENTAL/VISION CARE: The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: The District provides Term Life and AD&D equivalent to one year gross salary.

LONG TERM DISABILITY: The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

VACATION: Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Per Bi-weekly Pay Date	Max Accrual
1 - 5 Years	8	3.69	192 hours
6 - 10 Years	10	4.62	240 hours
11 Years	10.7	4.92	256 hours
12 Years	11.3	5.23	272 hours
13 Years	12.0	5.54	288 hours
14 Years	12.7	5.85	304 hours
15 Years	13.3	6.15	320 hours
After 15 Years	14	6.46	336 hours

HOLIDAYS: All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January

- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

SICK LEAVE: Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

ADMINISTRATIVE LEAVE: Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

UNIFORMS: Uniforms are provided to employees in designated positions.

Agency

Cordova Recreation & Park District

Address

11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone

(916) 842-3300

Website

cordovarpd.gov

Golf Course Manager Supplemental Questionnaire

*QUESTION 1

Briefly explain your motivation for applying for this position and the skills and abilities you believe will benefit the both Cordova Recreation & Park District and the Cordova Golf Course.

*QUESTION 2

Please describe the nature of your current day-to-day responsibilities including the extent of your supervisory responsibilities. Provide specific examples of your work duties.

*QUESTION 3

Describe any programs (golf-specific or otherwise) you have implemented to build morale and/or increase productivity among those reporting to you.

*QUESTION 4

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

Yes

No

* Required Question