

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Parks & Recreation

POSITION TITLE: Golf Course Manager

HOURLY RANGE: \$30 - \$35

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: The Golf Course Manager is responsible for overseeing the daily operations of the Thompson Park Golf Course during the active golf season. This position ensures efficient operation of golf activities, delivery of quality customer service, supervision of seasonal staff, coordination with maintenance operations, and compliance with municipal policies and procedures. This position differs from other seasonal recreational positions by its responsibility for overall golf course operations, supervision of staff, handling of revenue-generating activities, and coordination with multiple departments and user groups. The Golf Course Manager exercises independent judgment in managing daily operations and responding to customer needs, while working within established policies and under the general supervision of the Parks & Recreation Superintendent or his/her designee.

MINIMUM QUALIFICATIONS:

(A) Graduation from an accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher in golf management, recreation administration, physical education, public administration, business administration, or a closely related field, and one (1) year of experience managing programs or operations in the field of parks and recreation and/or golf course operations or management; or

(B) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's degree in golf management, recreation administration, hospitality and tourism, public administration, business administration, or a closely related field, and two (2) years of experience managing programs or operations in the field of parks and recreation and/or golf course operations or management; or

(C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience managing programs or operations in the field of parks and recreation and/or golf course operations or management.

DRIVER'S LICENSE REQUIREMENT-

Must possess valid NYS driver's license at time of appointment.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

Email civilservice@watertown-ny.gov for a complete job description.