

Salary

This is a part time, unbenefited position with a starting hourly rate of \$21.89 per hour.



Application procedure

Application deadline of **4:00 p.m. on February 27, 2020.**

An application, cover letter and resume must be submitted with the City of Susanville and delivered or mailed to the following address:

**City of Susanville,
Attn: City Clerk
66 North Lassen Street
Susanville, CA 96130-3904**

Applications are available at the address above or at www.cityofsusanville.org.
Candidates with questions may contact the City Clerk at (530) 252-5103.

The recruitment for this position will remain open until the position is filled.



City of Susanville

INVITES APPLICATIONS FOR THE POSITION OF

Golf Course Business Manager



APPLICATION DEADLINE FEBRUARY 27, 2020 AT 4:00 P.M.

66 North Lassen Street, Susanville, CA 96130
Phone: 530.252.5103 | Fax: 530.252.1020

About the Position

The Golf Course Business Manager is a “working manager” and responsible for the successful operation of all aspects of the course (with the exception of maintenance of course) and its associated facilities. The Golf Course Manager will plan, organize, direct and coordinate all activities at the Diamond Mountain Golf Course and represent the City with professionalism at all times. The Golf Course Manager acts under the supervision of the City Administrator or designee in the Administrative Services Department of the City of Susanville.

This is an advanced position. Employees at this level perform difficult and responsible management duties related to the operation of the Diamond Mountain Golf Course. Employee is responsible for lead supervision of assigned staff and is required to be fully trained in all procedures related to the assigned areas of responsibility and must work with minimal supervision. Employee will possess good interpersonal skills to work with the Golf Course Superintendent, employees, course users, other City Departments and the general public. Requires excellent analytical and financial skills to monitor expenditures so that the course operates within budget. Employee must be familiar with the practical and financial aspects of managing golf course facilities including pro shop, restaurant and the golf course. Employee should have marketing and customer services skills to attract and retain course members and customers.



Preferred Qualifications

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four years of increasingly responsible experience working at a golf course.

Equivalent to the completion of the twelfth grade supplemented by courses in golf course management.

Meet physical requirements



Essential Duties

- Recommends individuals for hire, trains, schedules and
- manages part-time employees to run golf course operations
- Organize tournaments and other events
- Responsible for the appropriate handling of cash on site including, but not limited, balancing cash registers, making deposits and transporting to City Hall for processing, acquiring change for tills etc.
- Ensuring all required spreadsheets and other finance related documents are completed and sent to the Finance Department in a timely manner
- Order supplies; maintain accurate records of purchases and comply with budget and purchasing policies of the City.
- Maintain accurate and updated MSDS records on any and all chemicals used at the Diamond Mountain Golf Course and provide training to employees on how to administer chemicals
- Seasonal opening and closing of the pro shop, clubhouse areas

Experience With and Ability To:

- Principles and practices of policy development and implementation
- Pertinent local, state and federal laws, rules and regulations
- Budget management procedures and techniques
- Principles and practices of supervision, training and personnel management
- Principles and practices of Employment Laws and regulations
- Work cooperatively and effectively with others.
- Deal with guests in a tactful and professional manner.
- Understand and communicate written instructions.
- Operate specialized job-related equipment.
- Physically bend, squat, climb, kneel and move in order to maintain City facilities and related equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.



About Susanville and Lassen County



Susanville is located in Lassen County in the heart of North East California, and at 4,200 feet in elevation, residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation activities enjoyed by the community. Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to Eagle Lake, Antelope Lake and Lake Almanor. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Trails Trust Rails to Trails festival, Mountain Bike trails and races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical County Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College and nearby Chico State University and the University of Nevada, Reno. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, the Susanville Symphony and the Honey Lake Valley Community Pool.