

NOTICE

There is a job vacancy with the **Bay County Recreation and Facilities Department**.

Job Title: **Recreation Manager**

Rate of Pay: Dependent on Qualifications:

(MB08) - \$44,220.80 per year entry, progressing to \$49,004.80 per year after 5 years; or

(MB09) - \$46,904.00 per year entry, progressing to \$52,395.20 per year after 4 years;

Full-time B.C.A.M.P.S. position, with benefits (although union membership is voluntary).

GENERAL SUMMARY:

Manages the Golf Course clubhouse operations, analyzes cash handling, revenues and expenditures. Works under the Director of Recreation and Facilities. Plans, initiates, and coordinates golf league set up and scheduling, outings, marketing, tournaments, and clubhouse operations. Hires and supervises regular and seasonal employees. Trains seasonal employees. Provides support and programming assistance, and marketing to staff at the Bay County Civic Arena.

TYPICAL DUTIES:

1. Assures the effective management of all play, maintains order and continuity through the enforcement of course rules, scheduling of rangers, starters and clubhouse attendants.
2. Maintains existing memberships and obtains information to schedule leagues, tournaments, and special events.
3. Responsible for the daily maintenance of clubhouse. Reports needs for repairs to Greens Superintendent.
4. Responsible for the rental of Bay County owned golf carts and tournament fleet carts.
5. Runs the Bay County Golf Tournament.
7. Prepares required payroll data for seasonal staff.
8. Completes daily deposit advices, purchase requisitions, vouchers and other course management procedures and submits these for review and approval.
10. Manages retail aspects of the Golf Course to maximize revenue generation.
11. Maintain and complete a monthly inventory of golf supplies and accessories for the clubhouse and prepare orders.
12. Responsible for promoting the golf course and civic arena through sale of advertising (dasher boards, golf carts), printed advertisements, updating the county's website, Facebook page and Bay 3TV appearances.
13. Effectively interacts with the leadership of organized sports associations.
14. Writes business plans, procedures, marketing plans and other pertinent reports.
15. Prepares reports and collects pertinent data.
16. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by persons assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Must have good written and oral communication skills. Must be able to effectively communicate with the public. Must have a thorough knowledge of and experience in club house management, management, and public relations. Demonstrated computer literacy. Applicants may be required to take written and/or other examinations. Capacity to work effectively with a wide variety of customers. Must be routinely available for overtime work.

MB08: Education: Bachelor's degree is required. **Experience:** Must have demonstrated ability to effectively supervise employees, and manage cash handling. Experience in the golf and recreation industry is preferred.

MB09: Education: Bachelor's degree is required. **Certification:** P.G.A. Professional. **Experience:** Must have demonstrated ability to effectively supervise employees, and manage cash handling. Years of experience in the golf and recreation industry required.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

APPLICATION PROCEDURE: Make application at www.baycounty-mi.gov or to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan, 48708, no later than **4:00 p.m., Friday, March 11, 2016**.

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."