



Salt Lake County Job Description

Associate Division Director - Golf

DEPARTMENT: Community Services

DIVISION: Golf/3820

JOB CODE: 052 **GRADE:** 018

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 10/10/2013

SAFETY SENSITIVE: No

JOB SUMMARY

Guides the overall direction, growth, budget, and culture of the division. Oversees division programs, personnel, and initiatives. Leads the strategic planning process to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business, Public Administration or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Must be a class "A" member of the Professional Golfers Association of America.

Possession or ability to obtain a valid Driver's License issued by the State of Utah is required to operate a vehicle at the time of hire.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.

- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Provides administrative leadership by assisting in overall management of the division; including development of annual division budget, evaluating division allocations, current systems and services, and improvement of public service.
- Represents the Division Director as needed at public and professional meetings; makes presentations to community and city councils and county officials.
- Reconciles program and patron complaints and responds to politically sensitive issues with general guidance from the Division Director.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Develops special budget, programming and service projects to present information to county officials and advisory boards, and for use in collaborations with cities, special interest groups and community councils.
- Provides supervision and leadership in project planning and development and direction in upgrading and renovating existing facilities.
- Attends each scheduled section advisory board meeting to keep the board members informed on section issues, events, activities, etc. Presents statistical and financial information regularly, and reports on specific program needs and problems.
- Evaluates the division section programs, compiles statistical data and other program information, and implements program modifications and adjustments as needed. Observes and follows the section's standard operating procedures and other applicable guidelines and policies.
- Monitors the section program revenue collections and expenditures by analyzing monthly, quarterly, and other pertinent reports.
- Approves purchases for the section administration operations in accordance with division and county policies and procedures.
- Administers the enforcement and evaluation of safety standards within the section, to ensure the facilities within the proprietorship of the section are safe and personnel comply with applicable county and division safety requirements and liability reduction policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development, mentoring, and coaching
- Organizational Development
- Budget preparation and management
- Strategic planning
- Project development
- Basic computer skills
- Merchandising

Skills and Abilities to:

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Establish and maintain appropriate working/supervision relationships
- Act independently
- Develop, interpret and administer policies and procedures
- Effectively administer a variety of golfing activities simultaneously
- Supervise the collection, analysis, and interpretation of surveys
- Provide excellent customer service and positive working relationships

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017/MB