



## Salt Lake County Job Description

### Associate Division Director

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**DEPARTMENT:** Community Services

**DIVISION:** Golf/3820

**JOB CODE:** 052 **GRADE:** 18

**FLSA STATUS:** Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 10/10/2013

#### **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.

This position requires applicants to possess or be able to obtain a valid Utah Driver's License 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.*

- 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.
- Supervises Section Managers and personnel in the provision of county-wide Division programs, services and facilities.
- 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.
- Develops and maintains positive working relationships with stakeholders and their organizations.
- 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.
- Supervises staff which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- 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 is performed in a general office setting.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 12/04/2015/AP