

## Citrus College

## Position Description

Position: Golf Range Team Leader	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Range: 35

### Summary

Under the direction and supervision of the Golf Driving Range Supervisor, the Golf Range Team Leader will be responsible to the supervisor for the day and evening operations of the Citrus College Golf Driving Range. In the absence of Golf Driving Range supervisor, the Golf Range Team Leader is responsible for the operations of the Golf Range.

### Essential Duties and Responsibilities

- Develops and establishes policies and objectives for the Range consistent with those of the College to ensure efficient operation of individual operating units.
- Oversees the supervision of hourly and student personnel, which includes work allocation, training, and problem resolution. Makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Develops and implements marketing plans for the Golf Range.
- Develops annual operating budgets and provides fiscal direction to the unit.
- Develops and implements special community activity programs.
- Develops policies and procedures for the establishment and maintenance of golf course grounds and facilities, and coordinates the implementation of turf.
- Establishes and manages inventories of golf course grounds keeping equipment, facilities, and supplies, and monitors their cost-effective utilization.
- Manages and reviews irrigation systems performance and initiates changes when necessary.
- Develops and implements systems to maintain records and/or inventories on equipment, employees, facilities, and/or maintenance activities.
- Coordinates work on the golf range with college maintenance personnel.
- Prepares purchase requisitions and work orders.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

- **Knowledge and Skills**
  - Requires a basic knowledge of appropriate supervision skills.
  - Requires sufficient knowledge of the sport of golf.
  - Requires operational knowledge and skills of the techniques necessary to give group golf lessons.
  - Knowledge of the equipment and supplies used in the sport of golf.
  - Knowledge of modern business practices including financial record keeping, inventory, and purchasing.
  - Requires basic oral and written communication skills.
  - Requires interpersonal skills using tact, patience and courtesy.
  - Requires the ability to perform promotional and advertising strategies.
- **Abilities**
  - Requires the ability to perform all of the duties of the position efficiently and effectively, with minimal supervision.
  - Must be able to interpret and adhere to District policies and procedures and state and federal laws.
  - Oversee and schedule other employees and assist the supervisor when needed.
  - Oversee the pro shop when the supervisor is unavailable.
  - Must be able to train and assist employees with the cash register and policies.

Requires the ability to meet schedules and timelines.  
Prepare spreadsheets to track coupons, gift certificates, and balances on accounts.  
Maintain logs of damaged goods, returns, and consignment merchandise.  
Must be able to prepare and distribute daily, monthly, quarterly, and year-end reports.  
Track all purchases and update the computer as purchases are received.  
Track incoming and outgoing inventory.  
Requires the ability to balance monthly bank statements, daily sales, maintain and balance general ledger, and petty cash.  
Prepare purchase requisitions and work orders for the supervisor's approval.  
Requires the ability to assist in planning and holding events at the golf driving range.  
Requires the ability to re-grip golf clubs for customers.  
Work independently with little direction.  
Must be able to establish and maintain cooperative and effective working relationships with others.  
Must be able to work with a diverse employee, student, and community population.

- **Physical Abilities**

Requires sufficient ambulatory ability to stand, lift, and place light-to-medium weight items (under 50 pounds) onto shelves or displays on a continuous basis.  
Requires sufficient hand-eye coordination to use a small vehicle with special hand controls and computer keyboard and cash register.  
Requires sufficient visual acuity to recognize people, numbers, and words.  
Requires auditory ability to carry on conversations in person.

- **Education and Experience**

Requires possession of an Associate's degree in accounting, business, or related field. Experience in the golf industry. Experience in small business accounting and operation.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.