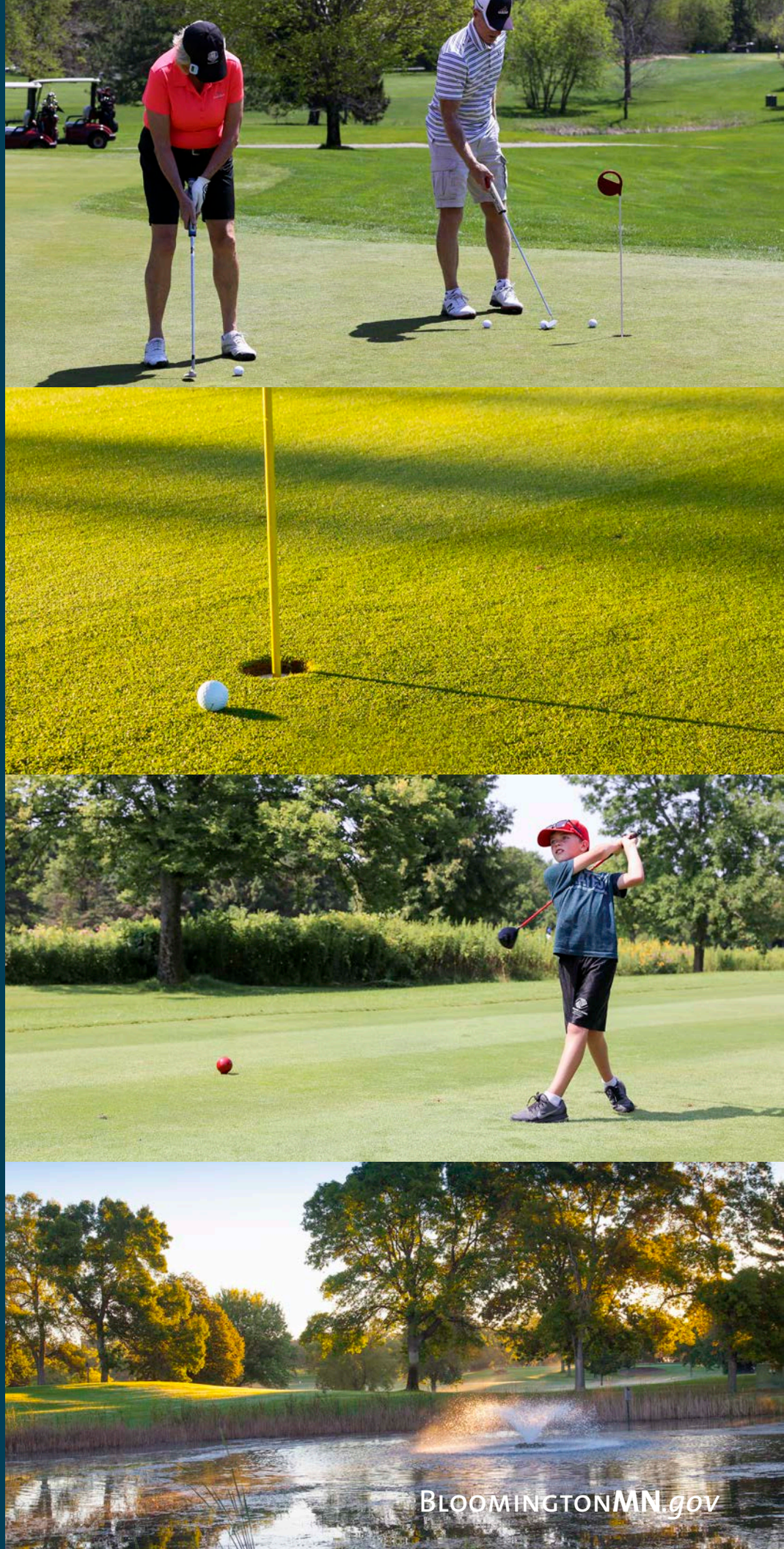


GOLF COURSE MANAGER

BLOOMINGTON, MINNESOTA

The City of Bloomington seeks to hire an energetic and entrepreneurial PGA professional to serve as its next Golf Course Manager, overseeing all aspects of the City's two municipally-owned courses. The position requires a manager who will be actively engaged in both long-range, strategic thinking as well as day-to-day operations. The successful candidate will plan and execute innovative and effective strategies that enhance the profitability of the operations and achieve the City's financial and customer service goals for the facilities. Qualified individuals with proven leadership qualities and excellent interpersonal and communication skills are encouraged to apply.



BLOOMINGTON'S COURSES

Dwan Golf Club

3301 W. 110th Street, Bloomington

Stats: 18 hole, par 68, 5485 yards

Rounds Played in 2016: 40,154

Hyland Greens Golf & Learning Center

10100 Normandale Boulevard, Bloomington

Stats: 9-hole, par 3 + 36-station driving range

Rounds Played in 2016: 18,142

STAFFING

The City's golf operations are currently authorized for a full-time staff of nine:

- Golf Course Manager
- Assistant Manager
- Food & Beverage Coordinator (currently vacant)
- Maintenance Superintendent
- 2 Assistant Maintenance Superintendents
- 2 Maintenance Workers
- 1 Fleet Technician

The full-time staff is assisted by approximately 40 part-time, seasonal employees in positions such as cashier, ranger, starter and groundskeeper. Additionally, a part-time Communications Specialist was hired in 2017 to coordinate marketing and communications efforts for the City's golf courses.

BUDGET

The City's golf operations are operated as an Enterprise Fund, with revenues used to offset expenses. However, in recent years, revenues have not been sufficient to cover operating costs. The City Council is currently authorizing an annual transfer of \$300,000 from the City's General Fund to the Golf Fund to support golf operations and capital needs.

	2016 REVENUES	2016 EXPENDITURES
DWAN	\$1,290,158	\$1,319,378
HYLAND GREENS	\$625,864	\$583,678
TOTAL	\$1,916,022	\$1,903,056

CITY ORGANIZATION

The City's golf courses are part of the Parks & Recreation Division of the Community Services Department. The new manager will report to long-time Parks & Recreation Manager Randy Quale.

Overall, the City's nine departments deliver the full scope of municipal services, with a full-time staff of approximately 565 employees. The City is governed by a 7-member City Council and operates under a City Manager form of government. Located just south of Minneapolis, Bloomington has a population of 87,000 residents and thriving hospitality, retail and entertainment industries.





POSITION RESPONSIBILITIES

- Prepares, implements and continuously evaluates a business plan for the City's two golf courses, with an emphasis on innovative and effective strategies that enhance the profitability of the operations and achieve the City's financial and customer service goals.
- Oversees all course operations and maintenance, plus concessions and merchandise sales.
- Responsible for development and implementation of annual and long-term operating and capital budgets.
- Promotes a positive work environment and fosters timely and regular communication with staff. Directly supervises Assistant Manager, Food and Beverage Coordinator and Maintenance Superintendent and oversees all other recruitment and hiring and general personnel management.
- Oversees marketing programs to promote the courses' services and facilities. Cultivates and promotes golf tournaments, leagues, special events and group outings.
- Enhances the customer experience through regular interaction with patrons. Actively seeks opinions and input on the golf courses' facilities and services.
- Develops and maintains strong working relationships and partnerships with golf leagues, youth sports organizations and other community partners and stakeholders.
- Encourages new player development by providing and marketing training opportunities and practice facilities.
- Utilizes technology to enhance reporting, track customers, deploy loyalty programs and integrate the golf courses' marketing activities.
- Maintains up-to-date knowledge on the rules of golf and golf course management through participation in continuing education opportunities, local and non-local golf associations, food service and related business trade shows and seminars.



GOLF COURSE MANAGER POSITION

MINIMUM QUALIFICATIONS

Ten years' of progressively responsible experience in golf course operations, including customer service, sales and marketing, course maintenance, budgeting, and concessions. OR Five years' experience and an associate's degree with major coursework in business administration or related field.

- PGA member in good standing with a thorough knowledge of the game of golf.
- Thorough knowledge of the function, operation and maintenance of golf course facilities. Basic knowledge of turf management.
- Strong financial, analytical and planning skills.
- Proven ability to build and maintain positive working relationships with course patrons.
- Experience with golf course technology including automated tee time scheduling and point-of-sales systems. Proficient with Microsoft Office Suite.
- Ability to plan, organize, train and supervise assigned personnel.
- Ability to communicate effectively and exercise a high degree of tact, courtesy, and good judgement.
- Ability to work flexible hours including early mornings, weekends and holidays.
- Valid driver's license.

DESIRABLE QUALIFICATIONS

- B.A. in business administration, recreation administration, hospitality management or related field
- Completion of the PGA Golf Management (PGM) program
- Two years of experience working in municipal golf course operation.

COMPENSATION AND WORK SCHEDULE

Starting salary commensurate with experience and desired work schedule. Starting salary in the \$80,000s, if working nine-month schedule. In the \$90,000s if working for the City year round. Also includes comprehensive insurance, pension and paid time-off benefits.

Golf course operations run from early March to late November. The City is open to a manager who seeks other opportunities during the three-month off-season or to having the manager work year round for the City. Salary to be determined depending on agreed-upon work schedule. Insurance benefits to be provided year-round.

To Apply: Complete online application form at www.BloomingtonMN.gov/jobs. Please attach resume and cover letter.

Application Deadline: Review of applications will begin Thursday, December 21, 2017.