Assistant Director – University Golf Course

**Definition of Class**
This is a professional position which the incumbent manages the operations of the University Golf Course to include staff, facilities, equipment, procedures, public relations, etc. This position oversees the operations of the University Golf Course and Golf Pro Shop. Reports to the Director of Landscapes Services.

**Examples of Work Performed**
Monitors budgets for the University Golf Course.

Performs daily inspections of the golf course to ensure proper conditions for golf. Approves the need for minor repairs and maintenance to the grounds and golf course equipment.

Meets regularly with area supervisors to review reports and discuss budget recommendations.

Oversees the preparation of current and long-range plans to ensure the efficient maintenance of the University golf course grounds; reviews and evaluates procedures and recommends methods for increased efficiency and cost reduction.

Oversees the daily operation of the golf course. Prepares the clubhouse and golf course for daily use and monitors activity on the course to ensure golfers are complying with course rules and regulations.

Oversees campus turf management program. Determines and approves appropriate grounds chemicals to purchase.

Manages University Golf Course staff, facilities, equipment usage & maintenance, procedures, public relations, etc.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises University Golf Course staff.

2. Monitors University Golf Course budgets.

3. Manages daily activities of the University Golf Course.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in Golf and Sports Turf Management or a related field from a college or university in a related field.

AND

Experience:
Five (5) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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