

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 1570810

Golf Course Manager 1, Grade 15	1570810
Golf Course Manager 2, Grade 18	1570820

Brief Description of Class Series

Positions in this series perform skilled work, requiring specialized training and experience, to maintain, operate, and oversee golf courses and related facilities and equipment. In addition, they oversee and maintain other recreational facilities at the courses and are responsible for off-season course activities.

The positions in this title series are found only at the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Golf Course Manager 1: manages maintenance and operations for an 18-hole, par 3, golf course or a 9-hole regulation golf course; or serves as second-in-command at a larger site with several courses; or serves as shift supervisor over operations at the Bethpage State Park golf complex, which consists of five 18-hole, regulation courses.

Golf Course Manager 2: manages maintenance and operations, and supervises staff at an 18-hole, regulation course or oversees operations and supervises staff at the Bethpage State Park golf complex.

Illustrative Tasks

The duties for both titles are the same. However, the scope of responsibility of the Golf Course Manager 2 is broader based on the larger size or higher number of courses overseen.

Plans, develops, and oversees the operation, maintenance, and rehabilitation of a golf course facility, including the turf management and grounds.

Plans and directs revenue and non-revenue producing recreation activities and facilities associated with the course, such as cross-county skiing, tennis courts, and playgrounds.

Develops short-term and long-term work schedules, and repair and rehabilitation projects.

Determines need for major and emergency repair projects.

Determines priorities for major capital improvement and rehabilitation projects and supervises staff and contractors assigned to projects.

Promotes and publicizes schedules, activities, and programs at assigned facilities.

Evaluates expenditures and prepares budget requests.

Inspects assigned facilities for compliance with applicable rules, regulations, codes, procedures, and policies.

Minimum Qualifications

Golf Course Manager 1

Promotion: one year of service in a position allocated at or above Grade 11.

Open Competitive: four years of experience in the maintenance, operation, or management of a golf course and related facilities, including one year of supervisory experience.

Golf Course Manager 2

Promotion: one year of service in a position allocated at or above Grade 12.

Open Competitive: five years of experience in the maintenance, operation, or management of a golf course and related facilities, including one year of supervisory experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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