

## **Golf Superintendent / Deputy Municipal Department Head**

### Job Description

The Knoll Golf Superintendent oversees the daily operations and activities of all areas of the Knoll Country Club, which is owned by the Township of Parsippany – Troy Hills. The Superintendent interacts with the golfers, employees, caterer and the golf professional. The Knoll Superintendent has monitoring responsibility over the Golf Pro and liaisons with the caterer. The Knoll Superintendent has direct responsibility over the 24 greens keeping staff and 16 pro shop workers.

The caterer leases the food service, ballroom and catering functions from the Knoll Country Club. The Golf Pro leases the two Pro Shops and sells golf merchandise, books golf lessons and provides services such as club cleaning. It should be noted that the Pro Shop staff members are employees of the Township of Parsippany. The Golf Pro, along with the Golf Superintendent, books the outings. They make the arrangements for the golf portion of the outings while the caterer makes the arrangements for the meals, breakfast, lunches, dinners, ceremonies, refreshments and the beverage service.

The Knoll Superintendent is in charge of the maintenance of the golf courses. The greens keeping staff members are employees of the Knoll and report to the Greens Superintendent.

### Facilities

The Knoll Country Club is approximately 360 acres. The Knoll West is a membership based Club. The Knoll East is a public course. The Golf Superintendent oversees maintenance of the Knoll's buildings, grounds and equipment. As needed, the Golf Superintendent oversees construction and renovation projects and coordinates outside vendors to handle special projects. The Golf Superintendent also ensures quality of the golf courses and other facilities.

### Personnel

The Golf Superintendent recruits, hires and manages personnel for the two Pro Shops and for golf course maintenance.

### Member Relations

The Golf Superintendent builds positive relationships with the members, their guests and potential members to ensure customer satisfaction and provides services, special events and facilities as needed.

### Finance and Planning

The Golf Superintendent develops annual operating and capital budgets and long range plans for the Knoll Country Club. The 2011 operating budget was approximately \$5 million. Responsibilities include actively controlling costs and building revenues while being proactive in achieving or exceeding financial goals.

### Educational and Experience Requirements

Bachelor's degree, preferably in business administration.

7 years management experience in a similar public course environment with a 36 hole facility and at least 45,000 rounds per year.