



Scurry County Golf Course Department Head

Full-Time with Benefits

Applications accepted through March 15, 2024

Interviews held on March 19, 2024

Job Summary

The Golf Course Department Head is responsible for managing all aspects of the Scurry County Golf Course which includes but not limited to working with the grounds maintenance contractor, running the pro shop, and greeting members and non-members.

Essential Job Functions

- The most important duty of the manager is to take care of all the accounting, making sure of the accuracy of the accounts of the members, making sure they are billed correctly and in a timely manner and making sure their payments are applied correctly when received.
- Normal everyday transactions for resale items, concessions and any type of play, cart rental, range balls, etc. are recorded daily as they occur. Any payments for membership are also tabulated daily as it is received along with any other income that might need to be accounted to the treasurer's office. There is a checks and balance system set up for the daily accounting to insure accuracy. The daily reports are then taken to the treasurer's office for their approval and accuracy before depositing into the general fund.
- It is the duty of the manager to be in attendance to the Commissioner's Court in order to give reports of the status of the club or any other business pertaining to the club.
- It is the duty of the manager to purchase all resale items for the club, purchase all other supplies that the club might need in order to operate including all items needed for the sanitation of all golf carts, balls, etc.

- It is the duty of the manager to schedule any and all tournaments that organizations or schools might be reserving use of the course and see to it that they are available should any need arise.
- It is the duty of the manager to help settle any disputes or disregarding of the rules of golf etiquette that might occur during play even to remove those individuals that refuse to comply with the rules.
- It is the duty of the manager to see to the daily operations of the course with whatever needs to be done for it to operate efficiently and in a manner that would be of good report for the county.
- Performs such other related duties as may be assigned by the Commissioners' Court.

Physical Requirements

Must be able to sit or stand for the majority of the workday. Lift and move 50 pounds. Ability to reach with hands and arms, stoop, kneel, crouch, or crawl.

Working Conditions

Work both traditional and non-traditional business work hours, including but not limited to; evening shifts, weekends and holidays.

Minimum Qualifications

- High school degree or equivalent
- Minimum of 3 years' experience working in customer service/cashier role
- Experience working in Golf Pro shop
- Excellent written verbal communication skills

To apply submit resume and application to Scurry County Treasurer 1806 25th St Suite 203 Snyder, TX 79549. Questions email scurry.treasurer@co.scurry.tx.us

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

It is the policy of Scurry County is an equal opportunity employer to persons regardless of race, color, religion, national origin, age, gender, sex, disability, veteran status, or any other classification in accordance with federal, state and local statutes, regulations and ordinances.