



Job Announcement

Operations Manager (Mound Golf Course Clubhouse) Parks and Recreation

The City of Miamisburg, Ohio is accepting applications for the full-time position of Operations Manager for Mound Golf Course Clubhouse in the Parks and Recreation Department. This individual would manage the daily operations of the Mound Golf Course Clubhouse, including a small pro-shop, cart rentals, food & beverage operations and organizing leagues and outings. It is a full-time non-exempt position which may include weekday, evenings, and weekends depending upon needs of the City. The position reports to the Operations Supervisor for Recreation Facilities and is responsible for overseeing 10+ Seasonal and Part-Time Year-Round Employees (Operational Leaders)

This position will plan, implement and evaluate golf play, leagues, programs, events and rentals. They will be responsible for maintaining budgets, processing payroll, maintaining financial and operational documentation such as invoices, inventory and other key fiscal responsibilities. Additionally, the Operations Manager is responsible for the overall customer experience at Mound Golf Course. This role will also assist the Operations Manager of Marketing in the development of various promotions, the evaluation of data research, and creation and implementation of program and marketing strategy.

Position requires a minimum of a Bachelor's Degree in Parks and Recreation, Business Management, Landscape Architecture, Project Management or related field, or equivalent experience; and a minimum of three (3) years progressive management experience; and a minimum of one (1) certification, equivalent training or licensure specific to area of focus. Candidate must possess a valid Ohio driver's license; and obtain CPR/First Aid Certification within six months of appointment. For additional Essential Functions of the position please see complete Position Description.

The wage range for the position is \$13.95 - \$26.57/hr. DOQ with an excellent benefits package. Applications can be obtained at the City Administration Office or on the City's website at www.ci.miamisburg.oh.us. Submit resume and application to City of Miamisburg, Attn: Human Resources, 10 N. First Street, Miamisburg, Ohio 45342 or hr@cityofmiamisburg.com. Review of resumes and applications will begin Friday, October 9, 2020, position open until filled.

Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status.