

GOLF COURSES ADVISORY BOARD JOB DESCRIPTION

The City of Melbourne operates two 18-hole golf courses. The courses provide a quality and affordable golf experience. Approximately 135,000 rounds of golf are played per year, and the City provides management and maintenance.

CHARACTERISTICS OF THE BOARD

Under the general direction of the Leisure Services Director and Golf Director, the board shall include seven members appointed by the City Council. To the greatest extent possible, board members shall include a broad cross-section of the golf players using the City's golf courses. Meetings shall be held at a public facility on a quarterly schedule established by the board. The chairperson, vice chairperson or secretary may call special meetings as required.

DUTIES

Assists in the development and adoption of policies and procedures for the operation of the City's golf courses.

Makes recommendations relating to the preparation and adoption of the operating and capital budgets, including proposals for revenue sources and adjustments in such sources, and operating and capital expenditures.

Confers in a professional manner with players, clubs and organizations for the purpose of maintaining and furthering public relations in regard to golfers' needs, planning and programming.

Promotes golf to the general public and user groups; analyzes golfing market and needs and conceives innovative approaches to revenue generation; and recommends improvements in the operations, including customer service delivery.

REQUIREMENTS

City of Melbourne resident and registered voter; knowledge about the game of golf and its value to the community; experience playing both City of Melbourne golf courses; knowledge about both of the City courses and the best conditions of the courses; business-minded with finance experience including the ability to make good business and financial decisions; strong decision-making skills as well as innovative and creative thinking and problem solving skills; knowledge of promotional and public relations techniques; strong commitment to customer service; ability to be open to a variety of opinions, displaying approachable and diplomatic skills while providing forward-thinking leadership; and ability to view tasks objectively, void of personal interests and desires.

The current board prefers someone who is able to attend 75% of the meetings.