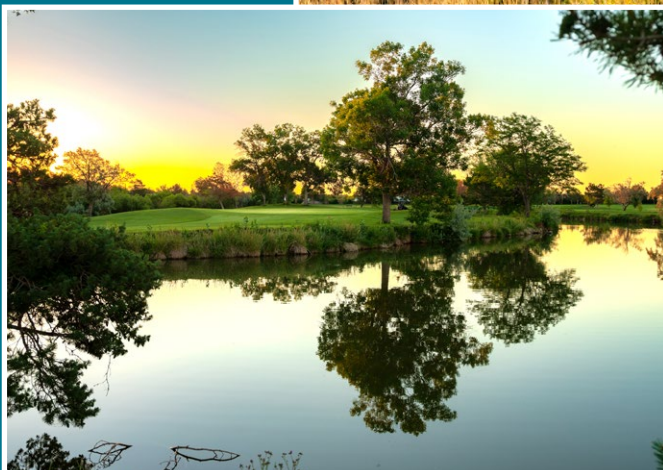
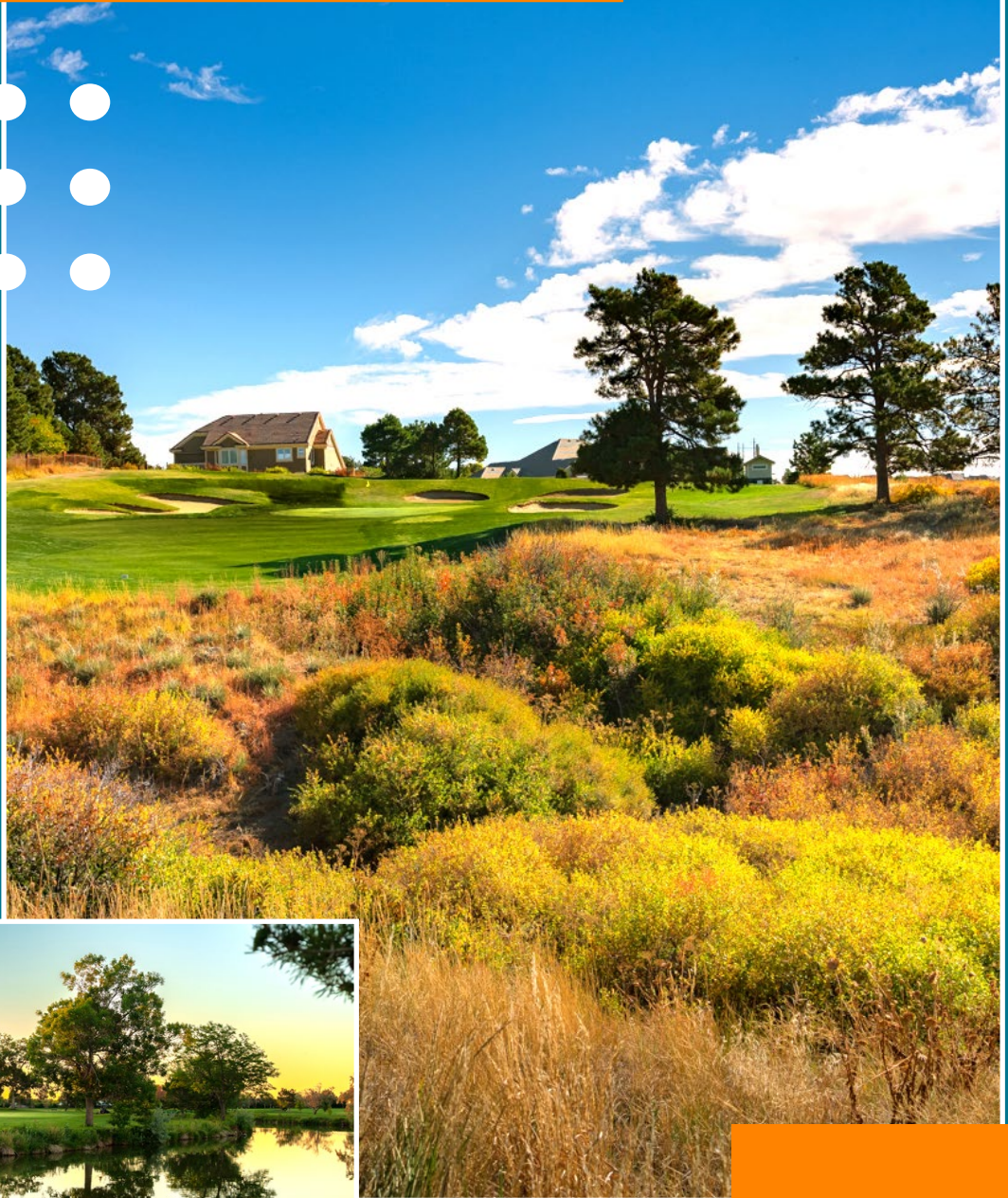
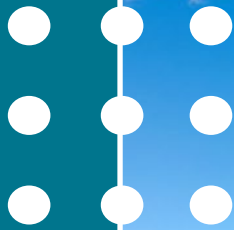




Manager of Golf



CITY OF AURORA, COLORADO



THE CITY

Situated on prairie grasslands, rolling hills and the Black Forest's northern tip, Aurora offers something for every lifestyle, from convenient urban living to master-planned communities. Aurora is a close-knit community with excellent services and amenities. With Buckley Air Force Base, the Anschutz Medical Campus, Fitzsimons Innovation Community, and other major employment centers, the city has thriving aerospace, defense, bioscience, health care, and distribution industries. Aurora is also a global community. People from around the world live, work and have businesses throughout Aurora, creating a culturally rich environment and one of the city's greatest assets.

Long known as the Gateway to the Rockies, this All-America City lies on the eastern edge of the Denver-Aurora metropolitan area. The city boasts spectacular views of the Front Range spanning from Pikes Peak to Longs Peak. And, if you need to travel locally or abroad, Aurora's proximity to three major highways, light and commuter rail lines, and Denver International Airport makes it accessible and a short commute to the world.

More than 386,000 residents and 10,000 businesses choose to call Aurora home, making it the third largest city in Colorado and the 51st largest in the United States. The city covers 160 square miles and is located within three counties, Arapahoe, Adams, and Douglas, with 74 square miles of land inside city limits still undeveloped. Aurora's diversity as a majority-minority city, where no one ethnic group is the majority population, is reflected in its many ethnic and independent restaurants and thriving arts scene.

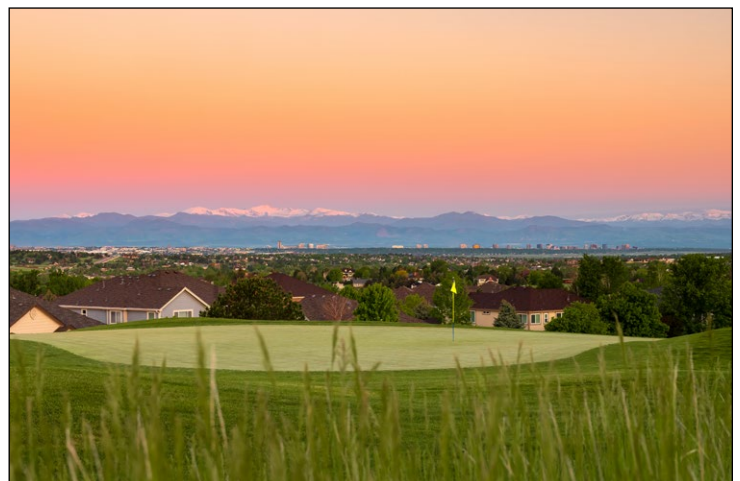
Aurora provides access to quality education, with five school districts and nine campuses of higher learning meeting the instructional needs of residents and those beyond the city limits. Aurora is the only place in Colorado where students can get a Doctor of Medicine degree.

Aurora's climate is mild and dry, offering residents and visitors ample opportunity to get outside, stay fit, and enjoy all that Colorado living has to offer. Aurora has five golf courses, two reservoirs, more than 97 parks, and over 4,000 acres of open space and trails. Situated at the foot of the Rocky Mountains, Aurora is a gateway to all Colorado has to offer.

WHY WORK FOR AURORA?

- ◆ Make a difference in the lives of real people every day
- ◆ Enjoy the benefits of serving a diverse community
- ◆ Competitive total compensation package
- ◆ Well-Funded General Employees Retirement Plan (aka pension plan)
- ◆ Telework options available
- ◆ Flex schedules for qualifying employees
- ◆ On-site fitness center and overall employee well-being programs
- ◆ Internal educational programs to assist with career advancement

For further information, please visit the city's website at www.auroragov.org



GOVERNANCE

The City of Aurora is a full-service city governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager. The Aurora City Council is comprised of the mayor and 10 city council members. Of those 10 members, six members represent one of the six wards that section the city. The remaining four members are elected at-large, like the mayor, to represent the city. The city of Aurora has 30 boards, commissions, committees, and authorities composed of citizen volunteers appointed by the Aurora City Council. The City Manager is appointed by and reports to the mayor and City Council.

It is an exciting time to work for the City of Aurora, we're growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. Excellent organizations have a set of core values that are used to implement their mission and vision. The City of Aurora demonstrates our excellence by modeling the CORE 4 Values of Integrity, **Respect, Professionalism and Customer Service**.

THE CORE 4

Integrity ♦ Respect ♦ Professionalism ♦ Customer Service

"Aurora is built on a set of four core values that are used to carry out our mission and vision. As ambassadors, each and every [employee] respects these principles as the cornerstone of our city. We hold ourselves accountable to them, and we use them to guide the decisions we make."

To learn more go to: www.AuroraGov.org

POSITION OVERVIEW

The Manager of Golf oversees the operation of a financially strong and well-respected Golf Division that operates as an enterprise fund supporting five golf courses (Aurora Hills, Saddle Rock, Meadow Hills, Springhill and Murphy Creek). Under the direction of the Director of Parks, Recreation and Open Space, this role manages the day-to-day operations of facilities with over 300 employees throughout the golf

season. Five Head Professionals and five Golf Course Superintendents report directly to this position. The position manages restaurant concession/golf instruction vendor contracts and works closely with department marketing and business services staff supporting the Golf Division.

This position will manage the annual budget process for the golf fund and golf administration, with an annual budget of \$10 million and a projected fund balance for FY23 of approximately \$6 million. The Manager also is responsible for overseeing all short/long term program and operational planning and capital projects, monitoring financials, approving spending, coordinating flow of purchasing documents, overseeing marketing activities, and managing concession contracts.

A few key upcoming projects and initiatives the new Manager will focus on include the implementation of water resource conservation programs, working with Public Works on a feasibility study for the conversion of gas to electric golf carts at two of the golf facilities, prioritizing turf equipment upgrades and longer-range plans to replace one or more irrigation systems. Recent upgrades in 2022 include new pro shop software (GolfNow) for online reservations and POS customer transactions, the conversion of a dance room to an indoor golf instruction studio at Meadow Hills, upgraded practice facilities at several courses with new synthetic turf for off-season use and new partnerships with local teaching professionals to expand instructional programming.





The Golf Division partners with The First Tee for junior golf programming and offers a variety of tournaments, leagues, events, and other programs to meet the needs of every golfer. A few of the events/programs include Corporate/Non-profit Tournaments, Aurora Amateur, Aurora Senior Amateur, Big Person/Little Person, Couples Classic, Men's, Ladies & Couples Leagues, Aurora PGA Junior League, and Spark League. Extensive "Kids Play Free" opportunities highlight the focus on offering affordable family golf options.

This position is eligible for a remote/hybrid work schedule for candidates that live within the Aurora/ Greater Denver area.

CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate shall have a strong commitment to building exposure and the love of golf throughout Aurora and the surrounding community. Customer service excellence is paramount for this role, both internally and externally. It is imperative that the new Manager creates an inclusive and team-oriented work environment that allows for diversity of thought, viewpoints, and experiences. The ideal candidate shall be an effective leader and manager of a highly regarded, sustainable and customer focused golf program offering attractive programming and facilities for all ability levels. This exceptional communicator must have proven strategic planning, decision making, problem-solving and listening skills, along with excellent written and verbal communication skills.

The **Manager of Golf** shall have these additional core competencies:

- ◆ **Innovative & Forward-Thinking** – A “big picture” strategic, critical thinker and problem solver; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals, and objectives
- ◆ **Results & Detail-Oriented** – Able to translate ideas into concrete action; maintain a focus on results and outcomes; ability to build high-performing teams that hold themselves and staff accountable for their performance; pursue aggressive goals and work hard/smart to achieve them; and strive for results and success.
- ◆ **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provide/ implement creative solutions and provide direction by clearly and effectively setting courses of action
- ◆ **Leadership** – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable.
- ◆ **Collaborative & Inclusive** – Develops effective relationships within the organization by helping others accomplish tasks and using collaboration and conflict resolution skills. Embraces and encourages inclusion, equity, accessibility, and diversity; identifies, understands, monitors, and measures the needs of both internal and external customers; and has a healthy sense of humor and an optimistic attitude.
- ◆ **Financial Acumen** – Ensures innovative revenue development strategies; provides the necessary financial resources to sustain and grow the department; understands and can manage operations within budget constraints; identifies untapped resources

- ◆ **Talent Management** – Provides guidance, opportunities, and motivation to develop and strengthen knowledge, skills, and competencies to improve employee’s capabilities; exemplifies an authentic and strong character with integrity; sets high expectations; inspires and motivates others; coaches and mentors a high performing team of employees.

MINIMUM QUALIFICATIONS

- ◆ Bachelor’s Degree in Business Administration, Horticulture, or closely related field.
- ◆ Five (5) years progressively responsible supervisory experience in golf course management positions as a Head Professional, Golf Course Superintendent or Director/Manager of Golf.
- ◆ Certification as Class A PGA Golf Professional or GCSAA Golf Course Superintendent.

PREFERRED QUALIFICATIONS

- ◆ Municipal experience overseeing multiple public golf courses.
- ◆ Master’s degree in Business Administration, Horticulture, or closely related field.
- ◆ Experience as a Regional Manager, General Manager or Manager/Director of Golf.

An equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities may be considered.

COMPENSATION AND BENEFITS

The salary range for this position is up to **\$135,800** annually. ***This position is eligible for a remote/hybrid work schedule for candidates that live within the Aurora/Greater Denver area.***

Starting salary to be commensurate on the qualifications and experience of the successful candidate. The City also offers an attractive benefit package. To learn more, go to: <https://jobs.auroragov.org/benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references by **Friday, January 6, 2023**. Please submit your materials to: <https://www.cpshr.us/recruitment/2137>.

For additional information about this position please contact:



Gloria Timmons / Kylie Wilson
CPS HR Consulting
gtimmons@cpshr.us / kwilson@cpshr.us
Website: www.cpshr.us

Resumes will be reviewed by the consultant and sent to the city for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the city. Media checks, and a comprehensive reference and background check will be performed on final candidates.

