



OAK HILLS PARK AUTHORITY

Oak Hills Park Authority is seeking a General Manager (GM) for the Oak Hills Park municipal golf course and recreational facilities.

QUALIFICATIONS:

- The ideal candidate will have experience as a GM or Assistant GM of a golf / country club, preferably in Westchester or Fairfield counties.
- Should have experience in working with senior department heads and hospitality franchisees.
- Bachelor's degree preferred.
- This is a part-time position with no employee benefits. There is the opportunity included to play golf and tennis and a monthly stipend to be used at the restaurant and the flexibility of hours.

Please see attached Job Duties and Responsibilities.

Interested candidates should forward a cover letter and resume by mail or email to:

Alan K Dutton CCM
28 Hunters Lane
Norwalk, CT 06850

Email: duttonal@aol.com

Exhibit A

General Manager Job Duties and Responsibilities

Definition

The General Manager will be directly responsible for the general and fiscal management of the Oak Hills Park municipal golf course and recreational facilities within the framework created by the Oak Hills Park Authority (OHPA). The General Manager is responsible for overseeing the Operating and Capital Budgets of the OHPA. This position has daily responsibility for all revenue producing and operational areas of the Oak Hills Park facilities, including resident permits, greens fees and cart rentals. This position is also responsible for tennis court, restaurant, and snack bar income collection, as per those contracts.

The General Manager will report directly to the Chairperson of the nine-member Oak Hills Park Authority. The Golf Professional, Controller, and Course Superintendent will report to the GM.

Administration

- Attend all monthly OHPA meetings and report on park activity to Chairman, committee chairs and authority members.
- Continually demonstrate strong leadership and managerial acumen in hiring, motivating, reviewing, coaching, developing and retaining a high-performance management of the general service and support team.
- Manage office operation by assisting the OHPA in the development of its policies and procedures, rules and regulations, and the terms of the OHPA's lease. Oversee employees and park users to observe the City of Norwalk ordinances. Directly responsible for the policy and procedure implementation to the Oak Hills Park staff and general public.
- Act as the on-site liaison between the OHPA and the general public, all OHPA tenants, licensees (restaurant/10th tee concessionaire and tennis court operator), staff and vendors. Assist in the preparation of contracts for all park tenants as governed by the OHPA. Reporting all necessary issues to the OHPA in an accurate and timely manner.
- Interview/meet with vendors and prepare bids on OHPA projects.
- Issue warnings and/or suspensions as warranted to staff or the public.
- Help maintain and update the Oak Hills Park Website.
- Collaborate with Golf Professional, Superintendent and Controller on various duties to include budgeting, staffing, and overall operations.
- Work with the 501 c 3 Supporters of Oak Hills in the administration of memorial donations to Oak Hills Park.
- The GM will oversee and manage the terms of the License agreement with Dry Dock Smoking Aces LLC and the OHPA.

General

- Implement the OHPA's agenda.
- Arrange authority/committee meetings as needed.
- Correspond with outside parties at the direction of Chairman and Committee Chairs.
- Inform OHPA of hazardous, dangerous or deteriorating conditions on the property in a timely manner.
- Meet with area special interest groups (Oak Hills Men's and Women's Golf Associations, etc.) to discuss concerns, listen to suggestions, and relate future plans, etc.
- Maintain a safe work environment, meeting federal safety standards.
- Other duties as required.

Hours

This is a part-time exempt position with no more than 1750 hours annually. Hours will vary according to the season.