



CITY OF CONCORD

New Hampshire's Main Street™

Finance

Brian G. LeBrun
Deputy City Manager
Finance

DATE: August 31, 2020

TO: Honorable Mayor and Members of the City Council

FROM: Brian LeBrun, Deputy City Manager – Finance

SUBJECT: Addition and Changes to Job Classifications at Beaver Meadow Golf Course

Recommendation:

Accept this report and set a public hearing for October 13, 2020 to revise and add job classifications at Beaver Meadow Golf Course.

Background:

Beaver Meadow Golf Course management is currently staffed by a Golf Course Manager for overall golf operations and a Head Golf Professional for pro shop operations, lessons, outings and management of tee times.

Discussion:

For the past several years, City Administration has been working with both the Golf Course Manager and Head Golf Professional to improve course conditions, and overall customer service for both members and green fee customers. While overall course conditions are excellent, there is always more work to be done. Customer service under the leadership of the Head Golf Professional is at an all-time high, including very well received golf outings from many regional organizations. The Head Golf Professional is in many respects the “face” of Beaver Meadow.

Because of the natural progression and the need to have more of a working manager for course and facilities, this is the right time to transition Beaver Meadow Golf Course to change the Golf Course Manager position to a Course and Facilities Manager position. This will allow more time for a working manager operation to continue to improve course conditions. Additionally, it is also the right time to transition the Head Golf Professional to a Director of Operations/Head Golf Professional position. This position will oversee all golf operations including supervision of the Course and Facilities Manager.

These changes provide for no labor grade change to the Course and Facilities Manager title change from Golf Course Manager. The job title change to the Course and Facilities Manager position will retain the incumbent employee with no change in seniority, or compensation.

The new Director of Operations/Head Golf Pro will formally be the overall face of the course as he works with customers, staff, outing groups, restaurant contractor, other city departments and any local/state officials. This change with these two key positions will provide Beaver Meadow with the capacity of continued future growth in membership and greens fee play and also provide much needed additional support on the course with a hands-on manager.

The attached changes to City Ordinance 35-2-1 Schedule D will add the position of Director of Operations/Head Golf Professional, Labor Grade 22 (*Min \$70,595.20 – Max \$102,211.20*). The Director of Operations/Head Golf Professional position will be posted internally in accordance with City Guidelines. Once filled, the Head Golf Pro position will remain vacant. Any wage adjustment for the Director of Operations position will be managed within the Golf Fund for FY21.