



Twin Hills

Twin Hills is a not for profit, member owned golf and country club located in the Town of Forest Park and is conveniently located near the Oklahoma City metro area. Established in 1923, the club is celebrating its centennial year with the opening of the newly renovated Clubhouse. Having completed the three year project, we begin our new journey with a full membership of 511 golfing members and a total membership of 608 (including non-golfing classes of membership).

According to Golf Digest, this Perry Maxwell designed golf course ranks in the top of five in the State of Oklahoma over many years. Twin Hills has hosted several prestigious tournaments over the years including the Western Amateur, PGA Championship, Western Jr. Open, Oklahoma City Open, National USGA Jr. Championship, and NAIA National Championship and has hosted some of the world's greatest golfers including some of history's greatest players such as Johnny Revolta, Arnold Palmer, Jack Nicklaus, Byron Nelson, Gene Sarazen, Gene Littler, and many more.

Paul Hughes is retiring after 23 years of dedicated service as General Manager. The club is seeking a new General Manager to lead us through these exciting changes!

Experienced applicants in golf, club management, and operations should submit their resume by e-mail to:

Karl Baldischwiler (President)
Scott McKee (Vice President)

karlb@srbok.com
ScottM@cactusdrlg.com

TWIN HILLS GOLF AND COUNTRY CLUB

POSITION DESCRIPTION

General Manager (GM)/Chief Operating Officer (COO)

JOB SUMMARY

Serves as Chief Operating Office of the club; manages all aspects of the club including its activities and the relationships between the club and its Board of Directors, members, guests, employees, community, government and industry. Coordinates and administers the club's policies as defined by its Board of Directors. Develops operating policies and procedures and directs the work of all department managers. Implements and monitors the budget, monitors the quality of the club's assets, including facilities and equipment.

JOB TASKS (DUTIES)

1. Implements general policies established by the Board of Directors; directs their administration and execution.
2. Plans, develops and approves specific operation policies, programs, procedures and methods in concert with general policies.
3. Coordinates the development of the club's long range and annual (business) plans.
4. Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.
5. Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs.
6. Maintains membership with the Club Managers Association of America and other professional associations. Attends conferences, workshops and meetings to keep abreast of current information and development in the field.
7. Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.
8. Coordinates and serves as ex-officio member of appropriate club committees.
9. Welcomes new club members; "meets and greets" all club members as practical during their visits to the club.
10. Provides advice and recommendations to the President and committees about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans and /or budgets.
11. Consistently assures that the club is operated in accordance with all applicable local, state and federal laws.

12. Oversees the care and maintenance of all the club's physical assets and facilities.
13. Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members.
14. Ensures the highest standards for food, beverage, sports and recreation, entertainment and other services.
15. Establishes and monitors compliance with purchasing policies and procedures.
16. Reviews and initiates programs to provide members with a variety of popular events.
17. Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and cost relative to goals; takes corrective action as necessary.
18. Works with subordinate department heads to schedule, supervise and direct the work of all employees.
19. Attends meetings of the club's Executive Committee and Board of Directors.
20. Participates in outside activities that are judged as appropriate and approved by the Board of Directors to enhance the prestige of the club; broadens the scope of the club's operation by fulfilling the public obligations of the club as a participating member of the community.

REPORTS to Club President

SUPERVISES all club managers including Assistant Manager (Club House Manager); Directors of Finance; Golf Professional (Director of Golf); and Golf Course Superintendent.

01/25/01