

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 6/24/2013

AGENDA ITEM: Employment Agreement for Golf Shop Supervisor- Mike Reynolds	
PREPARED BY: Jim Ballew DEPARTMENT: Parks and Recreation	DIRECTOR APPROVAL:
ATTACHMENTS: Golf Shop Supervisor Employment Agreement	
BUDGET CODE:	AMOUNT:

SUMMARY:

Mike Reynolds is recommended to fill the Golf Shop Supervisor position vacated by Michael Davis. The Golf Shop Supervisor supports the Head Golf Course Professional as Supervisor in his absence is performs the duties and functions specified within the written job description in Exhibit A. The attached Employment Agreement initiates a Term beginning July 1, 2013 and continues until June 30, 2014. It may be automatically renewed for successive one-year terms at the City's sole discretion.

RECOMMENDED ACTION: Staff recommends the City Council authorize the Mayor to sign the Employment Agreement for Golf Shop Supervisor with Mike Reynolds with an effective date of July 1, 2013.

CITY OF MARYSVILLE
EMPLOYMENT AGREEMENT
FOR GOLF SHOP SUPERVISOR

This agreement, made and entered into this 1st day of July, 2013, by and between the CITY OF MARYSVILLE, State of Washington, a municipal corporation, hereinafter called "City," and MIKE REYNOLDS, hereinafter called "Employee";

WITNESETH:

WHEREAS, the City owns and operates Cedarcrest Municipal Golf Course; and

WHEREAS, the City desires to employ the services of Mike Reynolds as the Golf Shop Supervisor (heretofore known as the "Employee") and

WHEREAS, Mike Reynolds desires to accept employment as the Golf Shop Supervisor on the terms and conditions provided below,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. **Duties.** The City hereby agrees to employ Mike Reynolds as Golf Shop Supervisor at Cedarcrest Municipal Golf Course, to perform the functions and duties specified in the written job description which is attached and incorporated as Exhibit A, and to perform such other legally permissible and proper duties and functions as the City shall from time to time assign. The Golf Shop Supervisor shall comply with all statutes, ordinances, personnel policies or requirements of the municipal, state and federal authorities now in force or which may hereafter be in force pertaining to his duties and the use of the premises. He shall not cause or permit any public nuisance on the premises.

2. **Reporting Relationship.** The immediate supervisor of the Employee shall be the Golf Course Professional. Also provided, the Employee shall also be responsible to the Director of Parks and Recreation.

3. **Term.** The term of this Employment Agreement shall commence on July 1, 2013 and continue until June 30, 2014. It may be automatically renewed for successive one-year term's thereafter, at the City's sole discretion. The employee's employment shall be considered "at will". Either party shall have the right to terminate this agreement without cause on 15 days Advance written notice.

4. **Base Wage.** The City agrees to pay the Employee a base hourly wage of \$14.00 for services rendered during the first year of this contract. The Employee's salary thereafter shall be annually reviewed by the City Council and fixed by the duly adopted Budget Ordinance. Salary increases will be based on performance. Said salary shall be payable in installments at the same intervals as apply to other employees of the City.

a. **Withholding.** The City shall withhold and pay all applicable taxes and insurance prior to payment of Employee's salary and additional compensation.

5. **Hours of Work.** The Employee shall be on duty and perform the specified services For the City on a full time basis. The Golf Shop Supervisor is expected to be onsite at Cedarcrest Golf Course during busy weekend periods and high play times. The Employee shall be FLSA non-exempt and shall have all rights to overtime pay or "compensatory time off."

6. **Fringe Benefits.** Employee shall be entitled to no benefits regularly available to other City management employees pursuant to ordinance or policy.

7. **Bond.** If available, and at the City's cost, bond coverage shall be subscribed to and maintained by the City through Washington City Insurance Authority in an amount not less than \$10,000.00.

8. **Review of Performance.** The performance of the Golf Shop Supervisor under this contract shall be subject to periodic review by the Director of Parks and Recreation and Head Golf Professional.

9. **Litigation.** If litigation is commenced by either party to interpret or enforce provisions of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements.

10. **Entire Agreement.** This agreement, with the attachments incorporated herein by reference, constitutes the entire agreement between the parties and there are no verbal agreements, nor will there be any verbal agreements, which modify or amend this agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and Year first above written.

DATED _____, 2013.

THE CITY OF MARYSVILLE

By: _____
JON NEHRING, MAYOR

GOLF SHOP SUPERVISOR

By: _____
EMPLOYEE

EXHIBIT A

Golf Shop Supervisor / Contractor Description

Title: Golf Shop Supervisor
Division: Parks and Recreation
Location: Cedarcrest Golf Course
Reports To: Head Golf Course Professional – Director of Parks and Recreation
Revised: April 3, 2012

SUMMARY

This Golf Shop Supervisor provides assistance in the Pro Shop and related golf course operations; and is responsible for daily play supervision, security of funds, merchandise and equipment sales. This position is responsible for operation of the golf shop and related golf course operations in the absence of the Head Golf Course Professional.

JOB LOCATION and EQUIPMENT UTILIZED

Work is performed in an office and outdoor environment, subject to noise and frequent interruptions and adverse weather conditions. Equipment utilized includes standard office equipment and personal computer with associated software and peripherals. Work may be on evenings, weekends, or holidays as scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following:

Other duties may be assigned.

1. Assist in the daily operation of the pro shop; assist the Pro-Shop staff with special events, tournaments and marshalling golf course play.
2. Maintain good public relations and assure a friendly, cordial atmosphere is maintained at all times while serving the public. Advertise and promote the golf course.
3. Enforce and interpret of all USGA rules and regulations and local regulations of the City; monitor course play and conduct of players.
4. Collect and deposit all fees; maintain adequate income and participation records on a daily basis.
5. Coordinate with maintenance section regarding daily course operation in relation to inclement weather, scheduled repairs, and amount of play, etc. Assist in cart fleet management.
6. Maintain pro shop inventory and ensure overall cleanliness and appearance on an hourly basis.
7. Work with vendors and other organizations to promote sales, assists with display and trunk shows, open houses, and other merchandising opportunities.
8. Coordinate with vendors and sales reps to review products, write season orders, and take advantage of discounts and special offers.

9. Attend PGA merchandise events to comparative shop; meet with golf clubs, tournament organizations and local businesses to promote merchandise sales.
10. Monitor course play and conduct of players; keep play moving and report any slow play or other factors reducing normal playing time and/or conditions.
11. Perform physical inventory, order and receive merchandise, maintain inventory price list and track ordering information.
12. Assist in the development of an annual buying strategy for merchandise colors and styles.

REQUIRED KNOWLEDGE SKILLS and ABILITIES

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of golf including management of operations and rules of play.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively both orally and in writing.
- Knowledge of retail management, merchandising and inventory.
- Ability to work a flexible schedule.
- Ability to maintain detailed records and write articles for publication.
- Ability to work effectively in a noisy environment with frequent interruptions.
- Knowledge of cash register operations, credit card processing.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, and related software applications.
- Ability to repair golf clubs and grips.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED required.
- One (1) year retail, cash handling or office experience, or an equivalent combination of related education and experience required.
- Requires a valid Washington State Driver's License.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages. Must be able to proficiently operate a ten key calculator with efficiency.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear; use hands to find, handle, or feel objects, or controls. The employee is frequently required to stand for extended period of time; walk over uneven surfaces; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 30 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position description does not constitute an employment agreement between the employer and employee, and is only a summary of specific duties delineated during orientation or through on-the-job performance. This summary position description is subject to change as the need of the City and requirements of the position change.