CITY of SPENCER

SPENCER MUNICIPAL GOLF COURSE





Spencer, Iowa seeks their next

GOLF DIRECTOR











THE POSITION IN BRIEF

The Director of Golf Operations serves as a Department Head, and as an officer of the City of Spencer. The Spencer Municipal Golf Course has close to 82 acres, boasting 18-holes, 34 sand traps, green-side mounding & several water hazards. It also includes a 200+ seat clubhouse, open year-round for events. The Golf Director is a working position, responsible for managing all aspects of operations & maintenance, including managing all department staff (primarily seasonal), customer service, sales & marketing, food & beverage, and managing the budget. General guidance and policy are received from the City Manager and the Golf Course Board, and the position serves at the pleasure of the City Council.

THE COMMUNITY

The City of Spencer was incorporated as a town on March 26, 1880 and organized as a City of the Second Class on March 21,1892. Spencer is an Iowa city located at the confluence of the Little Sioux and Ocheyedan Rivers with a population of 11,092. It is the county seat of Clay County and has a workforce of approximately 85 full-time, 42 part-time and 43 seasonal employees. The City of Spencer is a financially stable organization.

Spencer is famous as the home of the Clay County Fair, held annually in September, averaging over 300,000 visitors per year. Spencer was ranked #4 on Realtor.com's 2021 "Top 10 Affordable Small Towns Where You'd Actually Want to Live." Unlike much of Iowa, the rolling farmlands of this northwest corner of the state are dotted with picturesque lakes and wooded shorelines. It is a landscape enhanced by the historic buildings of the downtown area and the city's personable cultural flair. The theme felt by many that reside in Spencer is that it is a great place to live & raise a family, is close to many recreational attractions and offers a small town feel while providing large-city access.

Only a 15-minute drive away from Iowa's Great Lakes region, Spencer is ideally situated for year-round fun. Residents and visitors enjoy beautiful biking and skiing trails, picturesque campgrounds and terrific bass fishing. In any direction, there is a promising lake nearby. The natural beauty of the town's surroundings combines with the thriving culture to make the Spencer area a first-rate vacation spot. The region is still agriculturally based, and the City serves as the retail hub for over a hundred miles.

Public Safety

The Spencer Fire Department has 5 full-time employees & 22 volunteers serving the community, with over 650 calls for service per year to fire & EMS.

The Police Department has 20 sworn police officers & 7 civilian staff with a mission statement "to protect & serve the community of Spencer in a fair & professional manner while promoting positive interaction & public trust."

SNAPSHOT: Spencer, Iowa Demographics and Amenities

Land area – **11.09** square miles

Average age of **42** years old

White **90.4%**, African American **.4%**, Asian **.9%,** Multi-racial, **3%,** Hispanic or Latino, **5%,** American/Native American: **.2%**

Median household income **$59,667**

Median home value **$170,000**

Cost of living index **77.3** (US average: 100)

The Spencer School District is a cornerstone of the community. Working together, the entire community provides a dynamic, child-centered education where students feel included, respected and valued. Students are challenged to think independently, inquire creatively and advance intellectually. Students develop the character and confidence to make a difference in a changing world.

Healthcare

Spencer Hospital, founded in 1914, has continued to grow and expand to meet the healthcare needs of area residents. A recent $22M remodel included a new 17,000 sq.ft. emergency room. The hospital's 500+ employees are dedicated to delivering high quality health care, given with a compassionate touch. Adjoining the hospital is the Abben Cancer Center, providing complete cancer treatment and care including radiation therapy, chemotherapy & support services.

Airport

The Northwest Iowa Regional Airport opened in 1942 and now covers 886 acres and another 560 acres of farm land.

SNAPSHOT continued

Parks and recreational facilities include:

- Fifteen parks and open space areas encompassing 290 acres.
- Other facilities include: Oneota Park, Clay County Regional Events Center, Clay County Fairgrounds & the YMCA center.
- Miles of hiking trails, a skate park, dog park, tennis courts, 6 playgrounds, 11 ball fields, and 32 acres of soccer fields, as well as an indoor soccer facility.
- Pederson Park is host to hundreds of Spencer families enjoying baseball & softball for all ages.
- Stolley Park is a beautiful nature area for fishing, hiking and bird watching.
- East Leach Park offers an enclosed event center with multiple rooms, kitchen areas and restrooms available to the community, as well as a large gazebo with many tables. Ice skating, summer band concerts, picnics, family reunions, etc. can be held at East Leach.
- The Spencer Public Library enriches the quality of life in the community by providing information, education, cultural & recreational resources & experiences in a comfortable & inviting setting. Children of all ages enjoy interactive story-time, and monthly themed activities & enrichment programs year-round.



CITY GOVERNMENT

Spencer is organized under the Mayor-Council form of government with an appointed City Manager, in accordance with the State Code of Iowa. The Council retains most decision making authority such as policy setting, adopting ordinances and budget and staffing levels. The City Council has seven members, five of which are elected according to wards and the remaining two members are elected at-large. All members serve four year staggered terms. The Mayor is elected at-large and serves a two-year term. The Mayor does not have a vote, but may in certain circumstances veto decisions of the City Council.

The City provides the normal municipal services such as police and fire protection, street and infrastructure construction maintenance, parks and recreations, planning and zoning, library services as well as operates two cemeteries. Also provided are sanitary sewer and solid waste and recycling collection. The City owns and operates the regional landfill that serves a four county area. Electric, water and communication services are provided by Spencer Municipal Utilities, whose Board of Trustees is appointed by the Mayor and confirmed by the City Council.

CITY ORGANIZATION

- Spencer has a fully-funded 5-year City Improvement Plan
- The organization genuinely prides itself on its commitment to customer service & teamwork. Staff has frequent daily interaction with one another and have strong interdepartmental relations, often working cohesively between departments on city projects. The city's organization is lean and city staff possess a high-output, high-quality work ethic.
- The Mayor and City Council possess a strong respect for the City staff's work and are respectful of differing perspectives and points of view.
- The staff team are a close-knit group that is working as a cohesive unit. They tackle issues and projects with professionalism and with the attitude that everyone has something important to contribute. There is genuine care and concern for each other and a sense of fun while working together.
- Spencer Municipal Utilities provides electric, water and communication services and has an independent board and administrator.









GOLF DIRECTOR POSITION

Essential Duties of the Position:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain a positive and productive relationships between the golf facility and its golf board, golfers, guests, employees, community, government, and industry.
- Communicate regularly with the City Manager, and Golf Board to discuss activities, goals, plans.
- Participate in all long-range planning meetings with the Golf Board and City Manager.
- Coordinate and administer the golf facility's policies as defined by the Golf Board.
- Develop operating policies and procedures for golf course & clubhouse; communicate the goals to all employees.
- Implement and monitor the budget, ensuring high quality products and services; ensure maximum value to golfers.
- Secure and protect the golf facility's assets & equipment.
- Supervise the construction and maintenance of the golf course & equipment.
- Assume responsibility for managing and maintaining golf course properties and clubhouse operations, which may include:
  - The golf course grounds & landscaping.
  - The clubhouse.
  - Maintenance equipment; golf cart fleet.
  - Open spaces, unused acreage, and areas outside the perimeter of the golf course out of bounds.
  - Sod farm and nursery.
  - Other properties as specified in writing by the City Manager or Golf Board.

In addition, the Director of Golf Operations typically assumes the following responsibilities:

- Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors.
- Prepares the annual budgets for the maintenance, clubhouse, and capital improvement of course properties.
- Budgets to implement Golf Board policies established in accordance with the long-range plan and defined maintenance standards.
- Plans all maintenance and project work, applying his/her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals.
- Oversees the scheduling and routing of personnel and equipment to accomplish the work. The Director frequently inspects the golf course, clubhouse and related areas to evaluate how well management standards are being achieved, implementing any changes as needed.
- Acquires equipment and purchases necessary supplies to maintain the golf course and other properties. The Director is responsible for inventory control and oversees the equipment.
- Maintenance programs. The Director approves all expenditures and exercises cost control measures to keep operating and capital expenses in line with the approved budget.
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications, etc.
- Flexibility to work the hours necessary to effectively manage the golf department, including being available for evening & weekend meetings & events. Required to attend designated council meetings.

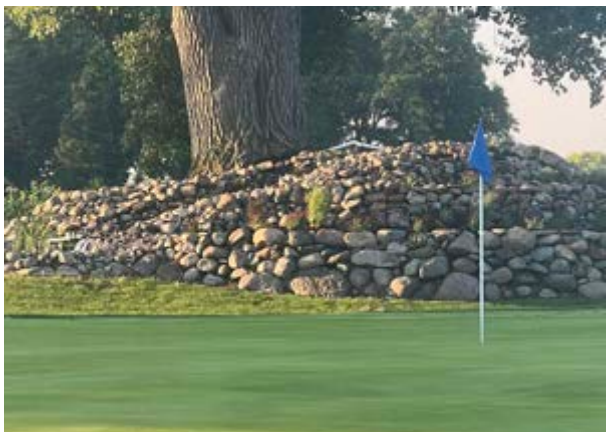
Skills & Knowledge Requirements

- Requires a minimum of 3 years advanced knowledge of agronomy and turfgrass management practices; and a working knowledge of golf facility construction principles, practices and methods.
- Requires a thorough understanding of the rules and strategies of the game of golf.
- Requires a high degree of administrative and executive ability, especially in terms of problem solving and decision making with excellent oral and written communication skills.
- Requires knowledge of current federal, state, and local laws and regulations affecting the management of the golf course operations (including employment, safety, environmental standards, laws & regulations).
- Requires participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days, and trade shows.
- Requires state certification & licensing as a pesticide applicator.
- Requires possession of a valid Iowa driver's license, with an acceptable driving record & ability to pass pre-employment screening requirements.
- GCSAA Class A Membership preferred, or ability to obtain within a reasonable timeframe.
- ServSafe food management certification preferred; must have ability to obtain within 30 days.









Education Requirements

Completion of a standard high school course or its equivalent. Minimum of three years turf grass management experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Professional & Leadership Characteristics

- Be a person of the highest integrity; able to build a trusting relationship with the City Council, staff and community.
- Be a strong leader and support staff while providing clear directions and maintaining high expectations.
- Be visible and engaged with staff, council and the community; showing a vested interest in all.
- Be approachable and a good listener.
- Be comfortable with leading 'up and down' the organization, forging a strong relationship with the council. Be personable, possessing excellent communication skills with the ability to facilitate discussions.
- Be willing to face conflict & address problems in a timely & effective manner.
- Be able & confident to make recommendations that are clear and concise.
- Possess leadership skills that will help develop the unity of the city team, yet take the lead and make difficult decisions when necessary.
- Be innovative & able to generate plans & then follow-through until completion.
- Be trusting & trustworthy.
- Be able to gain the respect of their direct reports & yet humble enough to respect their strengths & expertise.
- Have an open door policy for staff & community.

COMPENSATION & BENEFITS

The salary range is $89,894 – $100,164 DOE and an excellent benefit package that includes:

- 10 Annual Paid Holidays
- Medical: 100% paid for employee; low deductible & out of pocket
- Dental, Vision & Life Insurance, Flexible Spending Account
- 4 Annual Personal Days, Sick & Vacation accruals
- IPERS Pension Retirement Plan & 457 Deferred compensation plan

APPLY BY WEDNESDAY, NOVEMBER 25, 2026!

Candidates should apply with resume & cover letter to the Human Resources Director, **jwright@spenceriowacity.com.** Visit www.spenceriowacity.com for details.

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Photo Credits:
Thank you to Spencer Chamber, Iowa Tourism, Eric Johannsen, Clay County Conservation Board & iowaarchitecture.org!

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