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**MEMO FROM:**

**Roger A. Kean, Executive Director  
Scott County Conservation**



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DATE: |November 18, 2021|

TO: |County Board of Supervisors  
Mahesh Sharma, County Administrator  
Mary Thee, Human Resource Director/Assistant County Administrator|

SUBJECT: Organizational Change Request/Golf Superintendent Position

In FY-16/17, after the resignation of the superintendent at that time, the Conservation Board made the decision to leave the Golf Superintendent position temporarily unfilled as a cost saving measure. The management responsibilities of that position were then assigned to the Golf Pro/Manager with no change in compensation. Now, with the announcement of the retirement of the Golf Pro, we feel that it appropriate that we reassess the organizational structure of the golf operation and re-establish the Golf Superintendent position. The current structure has proven to be ineffective and inefficient with respect to the ability of that person to devote adequate time and supervision to the very technical turf management aspects and administrative functions of the golf maintenance operation, and we feel that it is unlikely that the new Golf Pro/Manager would possess the experience or desire to oversee both the clubhouse and the maintenance aspects. That is not a typical situation in the industry.

In addition, the Golf Equipment Mechanic also recently announced their intent to retire in February of 2022. Due to these facts, we feel it would be the appropriate time to make the necessary organizational structure change now, instead of through the normal budget process, so that the new Golf Superintendent would be in place to take a part in the hiring of the new mechanic, and prior to the hiring of the seasonal golf maintenance staff, which typically begins in early February. Our intent is to fill this position internally through promotion of one of the existing golf maintenance staff, and then eliminate the corresponding position so that there will be no increase in FTEs.

As is the case with all golf expenditures, the resulting increase by this salary change will be covered by the Golf Fund, and does not impact the County General Fund.

As such, the Conservation Board is hereby requesting:

- To re-establish the previous Golf Superintendent position and job description with the same duties and responsibilities.
- To proceed with an internal promotion to fill the Golf Superintendent and to eliminate the corresponding position so that there will not be any increase in FTEs.
- That we proceed with filling this position as soon as possible in coordination with the Human Resources staff.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

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SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

November 23, 2021

#### APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE CONSERVATION DEPARTMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Conservation Department be increased by 1.0 FTE to reflect the addition of the Golf Superintendent position (total 1.0 FTE). The position shall be placed at salary range 27.

Section 2. Following the internal promotional opportunity, the elimination of a position in Conservation will be added to the February organizational change resolution.

Section 3. This resolution shall take effect immediately.