



JOIN OUR TEAM!

Business Manager - Golf

The Town of Brewster is seeking qualified applicants for the position of Business Manager for the Captains Golf Course. This new position performs professional and technical work to assist the Director of Golf Operations in the management and operation of two 18-hole municipal golf courses.

Duties include but are not limited to; assists the Director of Golf Operations in the planning, analysis, and/or implementation of department projects, special projects, and other initiative, including annual budgeting and capital planning; in coordination with the Town Procurement Officer, assists with and ensures compliance with Federal/State/Local laws related to the procurement of supplies, services, and construction projects; assists in the preparation and execution of contracts for vendors and monitors purchases for compliance with contracts, meets with vendors and contractors as needed; maintains accurate and detailed records and generates reports, correspondence and other documents as needed.

Bachelor's degree in government or business, a minimum of three years related experience, previous administrative experience and procurement experience preferred, municipal experience a plus, or any equivalent combination of education, training, and experience. **Is this the job for you?** [Click here for the full job description and information on the skills and abilities needed to be a successful candidate.](#)

This is a full-time, 35 hour a week position, covered under the Town's Personnel Agreement, with a starting pay rate of \$34.34 - \$38.65 per hour, starting pay depends on qualifications and experience. Excellent benefits package, including paid time off, health insurance, and pension benefits. Please submit cover letter, resume, and Town employment application to Human Resources at employment@brewster-ma.gov. Position open until filled with a priority deadline of 02/09/24. EEO/AA.