

## Job Posting

**Title:** Operations Manager, 2012 U.S. Open Championship

**Location:** San Francisco, CA

**Reports to:** Director, U.S. Open Operations

### **Position Summary:**

Assist with the successful planning, organization and execution of logistics for the U.S. Open Championship.

### **Duties:**

- Work with the Managing Director and Director of Operations to determine the layout of all championship facilities and support areas and coordinate placement with vendors and club officials. Oversee the setup, teardown and removal of all championship equipment and materials as directed by the Director, U.S. Open Operations, and coordinate any restoration based on approved timeline.
- Assist the Managing Director and Director of Operations with the procurement of vendor bids, selection of key vendor partners, and the execution of vendor contracts.
- Over the installation and removal of temporary roads.
- Serve as a primary championship contact for the following key vendor areas: Cablevision, Canvas, Cleaning, Construction, Design, Fencing, Flooring, Landscaping, Restrooms, Signage & Banners, Telephones, Trailers, Waste Management and Water.
- Develop and maintain key operational planning documents including the operational timeline, facility survey and vendor manual and meeting materials including updates on new construction and facility improvements, projected vendor services, and the acquisition of supplies and equipment.
- Assist with the development of quarterly financial projections for all championship operations.
- Assist the Director of Operations and Championship Director with the acquisition of necessary local permits.
- Setup and operation the U.S. Open Field Operations office on-site and staff with administrative assistant and championship interns.
- Oversee the Operations Coordinator in the fulfillment of assigned projects and vendor coordination.

### **Working Relationships:**

- Managing Director, U.S. Open Championship
- Director, U.S. Open Championship Management
- Director, U.S. Open Operations
- Championship Manager/Director
- Director of Admissions, U.S. Open Championship
- All levels of USGA Staff (See detailed job description on our website [www.usga.org/jobs](http://www.usga.org/jobs))
- Host Club Staff, local organizing committee, local community and government officials and vendors

### **Knowledge, Education, Skills & Abilities:**

- Diplomatic personality and ability to lead and communicate well with a variety of people.
- Create and manage local relationships with host club and community officials
- Demonstrated ability to follow and execute detailed plans; able to anticipate and analyze problems and provide logical solutions.
- Ability to manage staff members through delegating tasks, ensuring task completion and providing an atmosphere for staff members to learn and grow.
- College education required and strong knowledge of computers.
- Strong budget, computer and negotiating skills required.
- In-depth knowledge of construction activities required for the operation of a major golf championship.
- Able to travel and relocate

### **To Apply:**

Please send cover letter with salary expectations and resume to [hr@usga.org](mailto:hr@usga.org) by September 8<sup>th</sup>.