

<b>Job Posting</b>					
<b>Title</b>	Director, Rules of Golf	<b>Location</b>	Far Hills, New Jersey		
<b>Reports to</b>	Senior Director, Rules and Competitions				
<b>Number of employees directly supervised by this position</b>			<b>Full-Time</b>	1	<b>Part-Time</b>
					0
<b>Position Summary</b> - Brief description that summarizes the overall purpose and objective of this position.					
To look after the Rules of Golf and all related items, with emphasis on the activities of the USGA's Rules of Golf Committee and the joint Rules work between the USGA and R&A, which lead to the updating of the Rules and Decisions books.					
<b>% of Time Spent</b>	<b>Duties</b>				
40	Meetings of the USGA's Rules of Golf Committee and the Joint Rules Committee (Includes preparation for the meetings (e.g., creation of agenda, compilation of pre-meeting notes of staff, attendance at the meetings, writing the minutes, distribution of white sheets, etc. after the meeting).)				
5	Teach various Rules seminars (including PGA/USGA)				
15	Assist at various USGA championships by marking the course, writing the Local Rules, occasionally making the Rules presentation to the Committee, setting up the course each morning and officiating during play. Also help develop pre-championship materials (e.g., resolution of anticipated Rules issues).				
15	Answer daily Rules of Golf and amateur status inquiries (e-mail and telephone) and provide second opinions to others doing the same.				
20	Preparation of Rules publications (esp. Rules of Golf booklet and Decisions book) by compiling the information and documents, proofreading, addressing format issues, etc. [Note this number is a bit of an average, as it changes from year to year; for example, for 2007, this number would be about 30%.]				
<b>Working Relationships</b>					
Director,, Amateur Status and Rules of Golf;; Director, Rules Education; Rules of Golf Associates; ; Manager, Rules Education; Manager, Publications; Manager, Equipment Standards; ; Senior Director, Rules and Competitions; Rules of Golf Committee; Amateur Status Committee; Executive Director; Regional Directors					
<b>Knowledge, Education, Skills &amp; Abilities</b> – Indicate whether knowledge, education, experience, skills, abilities are required or preferred					
Excellent knowledge of the Rules of Golf and the Decisions on the Rules of Golf Excellent knowledge of the Rules of Amateur Status and the Decisions on the Rules of Amateur Status Strong communication skills (written and oral), esp. with respect to grammar Courteous and helpful demeanor Strong organizational skills					
<b>Additional Comments (optional)</b> - Information about the position that does not fit into one of the above sections					
Interviews will take place sometime at the end of August beginning of September.					
<b>This job description is not intended to be all-inclusive. Employee may perform other duties as assigned.</b>					

**To Apply:**

**External Candidates:** Please send cover letter with salary expectations and resume to [hr@usga.org](mailto:hr@usga.org).