

Title: Assistant Golf Professional
PG: 20
Status: Non-Civil Service
Position Reports to: Golf Professional
Department: Parks & Recreation/Golf

Class Code: 8209
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Responsible for the management, control and improvement of all operations pertaining to every day play on the golf course.

ESSENTIAL FUNCTIONS:

1. Assists in the direction and management of tournaments, leagues and daily play in the absence of the Golf Professional.
2. Answers phones, works register, manages tee times, controls course flow, maintain handicap system and sells merchandise.
3. Maintains required documentation on movement and disbursement of inventory.
4. Collects all fees and payments for privileges and accounting for these fees on a daily basis.
5. Assists in managing golf operations staff, including staffing, scheduling and training.
6. Oversees the operations of Pro Shop, Club storage, driving range, starter and the golf course.
7. Exercises control over all tee sheets and such scheduling.
8. Provides public golf lessons.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the golf business.
2. Exceptional guest relations skills and salesmanship.
3. Exceptional golfing ability.
4. Ability to lift, carry and store items and golf equipment.
5. Ability to handle, move, lift, and store items of different sizes and weights up to 50 pounds.

WORKING ENVIRONMENT/CONDITIONS:

Light to medium work that involves walking or standing virtually all of the time and also involves lifting between 10 and 40 pounds.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of supervisory experience is required.
3. PGA Certification preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.