

Title: Golf Professional
PG: 36
Status: Non-Civil Service
Position Reports to: General Manager
Department: Parks & Recreation/Golf

Class Code: 8206
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. Serves as liaison between the Sales and Grounds Maintenance division to ensure best playing conditions.

ESSENTIAL FUNCTIONS:

1. Designs, promotes and manages all golf activities from rounds generation, rounds reporting to golf cart staging and maintenance.
2. Prepares annual budgets and monthly forecasts.
3. Answers phones, works register, manages tee times, controls course flow, maintain handicap system and sells merchandise.
4. Orders Merchandise for the golf shop.
5. Maintains required documentation on movement and disbursement of inventory.
6. Orders all supplies associated with the golf department.
7. Supervises and ensures service levels in the pro shop.
8. Plays golf with members of all skill levels to encourage enthusiasm and loyalty to the facility. The golf professional should avoid playing with the same group of members every week.
9. Supervises Cart Staff.
10. Responsible for collecting all fees for golf charges and ensuring accountability for all rounds played.
11. Organizes and Conducts all outside outings and club tournaments.
12. Interprets and enforces golf rules and club policies.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the golf business.
2. Exceptional golfing ability.
3. Exceptional guest relations skills and salesmanship.
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:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

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. PGA Certification required.
3. Three (3) years of supervisory experience.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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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.