

Title: Sales Assistant
PG: 04
Status: Non-Civil Service
Position Reports to: Golf Professional
Department: Parks & Recreation/Golf

Class Code: 8213
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

To assist in promoting a professional relationship with customers who are interested in various aspects of golf.

ESSENTIAL FUNCTIONS:

1. Responsible for collecting and accounting for daily receipts.
2. Markets the sale of golf course privileges.
3. Explains local rules and privileges to customers.
4. Sells Pro Shop merchandise and equipment.
5. Prepares daily tee time sheets.
6. May repair golf clubs.
7. Prepares gift certificates.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to communicate effectively with customers and employees.
2. Ability to understand and carry out instructions furnished in written, oral, or diagram form.
3. Ability to stand for long periods of time.
4. Ability to stand, stoop, kneel, crouch or crawl.

WORKING ENVIRONMENT/CONDITIONS:

Light work that involves walking or standing most of the time and involves up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of computer.

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

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High School Diploma or its equivalent.
2. An equivalent combination of education and experience 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.