



Office of Human Resources Golf Professional Head- CA2528

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General Statement of Duties

Performs supervisory responsibilities and conducts full-performance professional golf work devising, coordinating, and promoting daily play and tournament activities, provides golf lessons, and directs the operations of the golf pro shop and golf car fleet.

Distinguishing Characteristics

The Golf Professional Head is a supervisory class that carries out full performance level professional golf duties and responsibilities. It is distinguished from Assistant Golf Professional, which is a non-supervisory class performing professional golf duties at the standard/immediate performance level. Golf Professional Head is distinguished from Golf Course Operator. The Golf Course Operator manages the day to day operation of a city golf course.

Essential Duties

Designs, implements and markets pace of play and tournament programs that result in increased course revenues and enhance customer satisfaction.

Creates a high profile lesson program to attract large numbers of golfers to the golf course and facilities.

Works with Golf Course Superintendent to coordinate daily play, tournament and other golf activities, to balance play and conditioning to appropriate levels; to provide maximum service and enhance per round revenue.

Manages the operations of the pro shop and golf car fleet; supervising personnel involved in the staging, marketing, appearance and profitability of golf car fleet.

Assists in the development of departmental budgets.

Enforces golf course rules and regulations and maintains PGA standards and policies.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Implements and interprets policies and procedures developed by higher managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Some positions manage driving range operations.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the objectives of a comprehensive planned community recreation program sufficient to be able to give assistance in planning, organizing and directing all activities of a comprehensive recreation facility.

Knowledge of basic fundamentals and techniques of athletics, fitness, cultural/social activities, and/or arts and crafts sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of safety procedures and safety precautions to be able to provide a safe work environment for self and others.

Knowledge of addition, subtraction, multiplication and division sufficient to be able to perform mathematical calculations.

Knowledge of marketing strategies sufficient to be able to promote events, activities or membership.

Knowledge of golf rules and regulations sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of golf course maintenance procedures and practices sufficient to be able to coordinate the use and maintenance of equipment, activities, buildings and grounds.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of merchandising and inventory practices and procedures sufficient to be able to perform a variety of duties related to the work assignment.

Skill in developing and maintaining a variety of recreational activities for a wide range of age groups and special populations.

Skill in applying various approaches to teach and instruct a wide variety of golfers.

Level of Supervision Exercised

Supervises regular and/or seasonal employees who do not supervise.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience as a golf professional or assistant golf professional operating in a high volume golf facility.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Requires certification as a class "A" PGA or LPGA member in good standing.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Handles absentee replacement on short notice.

Potential exposure to Humid conditions with high moisture content to cause bodily reactions.

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Temperature Changes variations in temperature from hot to cold.

Wet frequent contact with water or other liquid.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Lifting: Moving objects weighing no more than 20 pounds from one level to another.

Pushing: Exerting force upon on object so that it moves away from the person.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-09

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 11/1/21

Revised By: LS

Class History:

Changed pay grade from EX-08 to EX-09, management level from 7 to 6, removed Labor and Trades Assessment and changed job title.