

GOLF PROFESSIONAL - 151

DEFINITION OF WORK

Under regular supervision, performs routine professional work overseeing the golf pro-shop operation and in teaching and promoting the game of golf; does related work as required.

EXAMPLES OF WORK

Supervises the operation of the pro-shop and concession area; supervises the collection and receipt of course fees and concession revenues; establishes rules of conduct for employees and rules and regulations for the public and enforces same; supervises control of all funds collected at the golf course and does supervisory work necessary in collecting and accounting and recording these funds; maintains budget expenditures; authorizes purchases of golf course materials, equipment and supplies; conducts surveys as may be necessary in the operation of the golf course; promotes the facility, conducts special events, gives golf instruction; ensures the maintenance of golf carts and related concession equipment; provides liaison with City officials, golfers, civic and social groups and clubs on golf course matters.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by PGA schools and considerable experience in supervising a golf pro-shop operation.

Knowledge, Skills and Abilities: Thorough knowledge of the rules, etiquette, equipment and game of golf; general knowledge of the practices, methods and policies used in municipal golf course operations; ability to establish and maintain effective relationships with the public and other employees; ability to supervise concession and pro-shop activities and to account for revenues; skill at teaching and playing golf; ability to communicate effectively, both orally and in writing.

SPECIAL REQUIREMENT

Possession of a valid Class "A" PGA Card.

