



JOB DESCRIPTION

Title: **ASSISTANT GOLF PROFESSIONAL**
Department: Parks/Recreation
Class Code: 5120
FLSA Status: Non-Exempt
Effective Date: June 2, 1986 (Rev. 11/13)

GENERAL PURPOSE

Under supervision from the Golf Professional, provides technical and managerial supervision of facilities and staff as outlined. To assist in the promotion of golfing activities by organizing and running clubs, tournaments, and leagues.

ESSENTIAL DUTIES

- Assist in the management of the facility and staff. To understand totally the operation of the golf shop and to be responsible for said operation in the absence of the Golf Pro.
- To help supervise and train golf shop staff.
- To provide a sound teaching program to the golfing public. To encourage participation in golf activities, club association and leagues.
- To help in developing and maintaining good relations with the public. To be able to express him/her self clearly and concisely, both orally and in writing.
- Assist in merchandising of Pro Shop, to include: 1) buying, 2) display, and 3) pricing and inventory.
- Responsible for preparing bank deposits and daily records; inputting of daily records and inventory into computer files.
- Assist Golf Professional in the management and set-up of all golf tournaments.
- In absence of Golf Professional, assume management responsibilities for golf shop operations.
- Maintain adequate First Aid and CPR training.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from standard senior high school or equivalent, plus two (2) years experience working in a golf shop under a class "A" professional. College/University course work in recreation, physical education, business management, finance, or accounting may be substituted for up to six (6) months experience working in a golf shop.

Special Requirements

- Must be affiliated with P.G.A. either as a class "A" or an apprentice.
- Must possess a valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge in recreation management.
- Ability to process and balance cash register receipts.
- Knowledge of USGA rules, handicap, course rating system, and the mechanics of the golf swing.
- Ability to coordinate and expedite golf activities, such as tournaments.
- Ability to communicate clearly and concisely with golf course staff and the public; maintain a congenial rapport with all those he/she comes in contact with.
- Some computer skills preferable.

TOOLS & EQUIPMENT USED

- Motor vehicle; phone; copy and fax machine; personal computer including word processing and databases software; cash register; calculator; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- This position requires that the person stand or walk most of the time with bending, stooping, squatting, twisting, reaching, and working on irregular surfaces or at heights above the ground.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is moderately quiet.
- May also include occupational exposure, i.e., noise, pulmonary irritants, work with toxic materials.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____