

ASSISTANT GOLF PROFESSIONAL

DEFINITION

Under general direction coordinates, supervises and participates in specified Golf Complex operational activities; performs other related work as required.

DISTINGUISHING FEATURES

Positions allocated to this class are assigned various functions that are limited in scope and/or application. Work in the class is distinguished from that of higher classifications by the narrower scope of responsibility and performance of more routine assignments. Actual responsibilities will vary according to duty assignment.

EXAMPLES OF DUTIES

1. Coordinates and supervises assigned activities and functions in accordance with established City policies and procedures and applicable Professional Golfer's Association of America guidelines. These activities may include:
 - starting and clubhouse operations and related business functions including merchandising and accounting for City monies.
 - starting functions including play of golfers, collection of greens fees, and use and care of golf carts.
 - developing, organizing, conducting, and scheduling instructional programs for all levels of ability.
 - promoting and supervising established Handicap System.
 - scheduling and coordinating golf tournaments and other special activities.
 - operating and maintaining shop and driving range.
 - developing and implementing retail sales programs including effective merchandising and marketing.
 - overseeing golf course marshal program.
2. Identifies and analyzes problems, conducts studies, evaluates alternatives and implements effective solutions.
3. Assists in planning Golf Complex procedures and improvements and in preparing recommendations regarding policies and resources.
4. Maintains good customer relations and ensures quality customer service.
5. Enforces all rules and regulations governing the use of the golf course, golf carts and other golf facilities.
6. Represents the club in professional golf activities and at various meetings associated with golf activities; may serve as liaison with other City departments, other golf courses and various community groups.
7. Coordinates and performs specialized project, program or operational work as required.
8. Assists in budget preparation and administration.
9. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school and qualified to be enrolled in the Professional Golfers' of America Business Program.

Experience: Two years general business experience. Assistant Golf Professional experience is desirable.

(OVER)

EMPLOYMENT STANDARDS cont.

Knowledge

Knowledge of the game, rules and regulations of golf; principles and practices of golf course administration and operation; related facilities and equipment; and golf merchandise promotion and marketing.

Ability

Ability to effectively coordinate and supervise assigned Golf Complex activities; develop and implement golf programs and services; market golf programs, goods and services; interpret and apply state, federal and local laws and regulations related to golf management; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory work performance; develop and administer assigned budgets; communicate effectively; establish and maintain effective working relationships with employees, public officials, golf clubs, golf professional and community groups, and the general public; supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to work weekends and/or holidays, varying work hours and to adjust work schedules as needed.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.