



## Salt Lake County Job Description

### Assistant Golf Professional

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**DEPARTMENT:** Community Services

**DIVISION:** Golf/3820

**JOB CODE:** 116 **GRADE:** 14

**FLSA STATUS:** Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 12/04/2015

#### **JOB SUMMARY**

Assists golf professionals in program development, course operations, and public relations. Performs assigned fiscal management and record keeping duties.

#### **MINIMUM QUALIFICATIONS**

Registered golf professional apprentice currently pursuing membership in the PGA, having completed and passed the GPTP level 1 and player's ability test, and worked under the direct supervision of a PGA Class A professional for a minimum of one (1) year.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Plan, implement, and/or coordinate assigned golf course programs to meet program goals and objectives.
- Organize, conduct, and coordinate golf tournaments and association activities by making all preparatory arrangements to include: scheduling, event promotion, fee collection, scoring, award/prize presentation and attending association meetings.
- Develop and coordinate junior golf programs by organizing and conducting clinics and special events, providing lessons, and planning and implementing a promotional strategy approved by the head golf professional.
- Provide excellent customer service by greeting and assisting customers in all areas of course activity in a courteous and professional manner.
- Inspect electric golf carts regularly to ensure they are clean and in good operating condition and the batteries are fully charged. Communicate concerns and mechanical problems of the fleet to the cart mechanic.
- Evaluate course operations and programs by conducting consumer satisfaction surveys, documenting verbal feedback from participants and personnel, reviewing and analyzing statistical information, observing current course and facility conditions, and communicating frequently with the Head Golf Professional.
- Hire, train, schedule, supervise, and evaluate part-time staff.
- Investigate complaints about the course and/or its programs and communicate the comments and findings to course supervisory personnel. Implement corrective action as approved and/or assigned by the Head Golf Professional.

- Follow safe work practices and standards and monitor the course and facilities for unsafe or other threatening conditions. Identify and bring safety issues to the attention of the Head Golf Professional.
- Act on behalf of the Head Golf Professional in his/her absence.
- Collect fees, sells golf shop merchandise, handle golf shop merchandising activities, meet with sales representatives, and complete daily cash forms in accordance with division and County cash-handling policies and procedures.
- Assist the Head Golf Professional in preparing and monitoring the annual golf course budget; assist in daily banking activities.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Principals and techniques of basic computer skills
- Basic fundamentals of the golf swing

#### **Skills and Abilities to:**

- Effectively administer a variety of golfing activities simultaneously
- Communicate policies and standards both orally and in writing in a clear, concise, and tactful manner
- Supervise the collection, analysis, and interpretation of surveys
- Supervise and train the work of assigned staff
- Provide excellent customer service

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is primarily performed in a typical golf course clubhouse environment, although this position may require some physical labor: lifting, pushing, pulling, and carrying objects over 50 pounds.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

This position also requires working hours early in the morning and late in the evenings. (Work hours starting as early as 5:00 am and ending as late as 10:00 pm). The shifts with this position will require working weekends and holidays when the course is open for play.

Revised Date/Consultant's Initials: 12/04/2015/AP