SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Head Golf Professional

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Admin.
Status:	Exempt
Control No:	30854

II. Summary Statement of Overall Purpose/Goal of Position:

Under the Direct supervision of the Director of Golf Operations and the general supervision of the Parks & Recreation Director, responsible for promoting the game of golf through an operational structure that provides for a first class golf experience at the River Oaks Golf Course.

III. Essential Duties

- Oversee the clubhouse operation
- Develop and maintain an active first-class junior golf program
- Responsible for enforcing all golf and club rules; coordinate golf tournaments
- Establish a sound golf teaching program
- Introduce new members to the club
- Register all guests and charge appropriate rates
- Provide club manager with current financial information on golf shop operations
- Adhere to all the various written mandatory standards of operations and policies and procedures which make up the essential functions of the job
- Attend all staff meetings
- Assist in the marketing and promotion of River Oaks Golf Course
- Assist in the recruitment, hiring, training, and supervision of golf course staff

IV Qualifications

Education: High school diploma or equivalent required; Bachelors degree preferred in area of business or golf course management.

Experience: Three to five years of Head Golf Professional experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Certificates/Licenses: Must have a Class A PGA of America certification.

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Responsibility for: Staffing and personnel supervision of golf shop; all golf operations at the club including carts, bag room, locker room, golf shop, tournaments, and merchandising; establishing teaching program at the club.

Communication Skills: Ability to furnish and obtain information from staff ; contact with others requiring tact and judgement to avoid friction; frequent contact with the public; inform department employees about events, policy changes, and other department related programs.

Tool, Machine, Equipment Operation: Regular use of telephone, computer, copy and FAX machines, calculators, golf equipment and vehicles.

Analytical Ability: Organize, delegate, and establish meaningful goals,; establish effective working relationships with other employees; apply complex; work independently with little supervision; requires a well developed sense of strategy and timing.

VI. Working Conditions

Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime with night meetings and weekend work is required; frequent field work and exposure to various weather conditions.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.