

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT GOLF PROFESSIONAL
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: DIRECTOR OF OPERATIONS AND HEAD GOLF PRO **DATE: 02/22**

JOB SUMMARY:

Under broad supervision from the Director of Operations, provides technical and managerial supervision of the Pro Shop, daily play, and driving range while promoting the game of golf by organizing tournaments and providing golf instruction to our customers.

ESSENTIAL JOB FUNCTIONS:

Manages the assigned facilities of the Beaver Meadow Golf Course while providing and encouraging golf as a leisure activity as well as a group participation sport.

Manages operation of the Pro Shop.

Supervises employees; assists Department with staff hiring and training employees; schedules, assigns and monitors work; evaluates performance; prepares and submits payroll.

Administers corrective action as needed.

Oversees with the direction of Director of Operations the purchase, display and selling of golf equipment, accessories and clothing for retail and on-line sales.

Schedules and administers play; tournaments, outings, leagues and league play, enforcement of golf rules and regulations; oversees policing of the course to regulate play and conduct of players.

Provides, coordinates and instructs golf lessons to the general public using well trained and experienced staff.

Marks course related to hazards, out of bounds, ground under repair.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

| | | | |
|---------------------|--------------------------------|-------------------------------|--------------------------|
| Personal Automobile | Computer | Telephone | General Office Equipment |
| Cell Phone | Recreation Equipment | Specialized Computer Software | |
| Golf Simulators | Point of Sale Inventory System | | |

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Four academic years of pre-professional or professional study in a specialized curriculum accredited by the Professional Golf Association and certification by the PGA – Class A or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License
Pursuing a Professional Golfers' Association of America, Class A

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Knowledge of United States Golf Association's rules, handicapping, course rating system and the mechanics of golf.

Knowledge of sports merchandising, retail sales, sports fashion trends and golf equipment trends.

Knowledge of computer-based Point of Sales (POS) software and online marketing.

Knowledge of updating and maintaining web sites.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of program promotion and public relations.

Recruitment, training, and management of seasonal staff.

Applicable state, federal, and local laws, rules, and regulations.

Skill in:

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Using tact, discretion, initiative, and independent judgment within established policies.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and volunteers, and providing for their training and professional development.

Developing and writing policies and procedures.

Ability to deliver knock your socks off customer service to members, daily golfers, camp and tournament participants.

Analyzing and evaluating golf recreation programs and services.

Operating effectively with multiple deadlines and competing demands.

Computer usage and various Microsoft applications, as well as specific software related to golf programs, scheduling, and publishing.

Communicating clearly and effectively, orally and in writing.

Establishing and maintaining effective working relationships with a variety of people.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Speak effectively before groups of employees.

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Define problems, collect data, establish facts, draw valid conclusions, and implement solutions in a variety of situations where only limited standardization exists.

Perform duties while standing, sitting, or walking.

Frequently lift light and occasionally heavy objects, up to fifty pounds.

Working Conditions:

The work is performed in an office, at recreational facilities, and outdoors. The incumbent may be exposed to cold or inclement weather, noise, dust, dirt, grease, contagious or infectious diseases, and irritating chemicals.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.