

City of Fort Worth, Texas Job Description

Classification Title	Golf Professional		
Job Code:	PR1580	Job Family:	Professional
Pay Grade	609	Date Reviewed:	07/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages and supervises assigned activities and operations of the municipal golf division within the Parks/Community Services Department. Manages golf shop; monitors course play; promotes golf course facilities; and provides complex administrative support to the assigned management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned golf programs. Recommends and administers policies and procedures.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned golfing programs, service methods, and procedures; and works with employees on the continuous improvement of golf facility services.
4. Manages the marketing, displaying and selling of golf equipment, merchandise, and supplies; and maintains accurate inventory records.
5. Coordinates a range of activities designed to promote and encourage golf course play and a greater understanding of the game; provides lessons to interested individuals; conducts various golf tournaments and league play; and prepares lectures and informational meetings.
6. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; and monitors expenditures.
7. Oversees the overall cleanliness and maintenance of the golf shop.
8. Supervises collection of golf course related fees; prepares bank deposits; and organizes receipts.
9. Performs other related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Rules and regulations of the game of golf.
- Operational characteristics, services and activities of a municipal golf course.
- Principles and practices of golf shop operations.
- Principles and practices of tournament development and administration.
- Methods and techniques of teaching the game of golf.
- Merchandising, marketing, and retailing golf equipment.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Accounting and bookkeeping.
- Purchasing regulations.
- Golf cart fleet management and maintenance.
- City policies and procedures related to Human Resources, Purchasing, Finance and Budget.

- **Skill in:**

- Computers and applicable software.
- Interpersonal relations.
- Organization and time management.
- Customer service.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Instruct beginners and skilled players in the game of golf.
- Explain and clarify rules and regulations of golf.
- Market and purchase golf course supplies and materials.
- Oversee and participate in the management of a municipal golf facility.
- Oversee and coordinate the work of subordinate employees.
- Assist in selecting and supervising staff; train and evaluate subordinate employees.
- Prepare and administer large program budgets.
- Prepare clear and concise operational and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college with major course work in Business Administration, Golf Course Management, or a related field and three years of increasing responsible experience as a golf professional, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of an appropriate Professional Golf Association of America, Class "A" certification.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.