

## **Job Description: GOLF PRO**

**CLASS NO.** 2501

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Provides services to the patrons of the county golf course by coordinating golf instruction, supervising equipment and supply purchases and rentals through an on-premise pro shop, and overseeing course maintenance.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Judge and Commissioners Court
2. Directs: Golf Course Superintendent and is ultimately responsible for the entire department.
3. Other: Has daily contact with other departmental employees, other county employees, representatives of other golf courses, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Supervises all aspects of the golf pro shop, including equipment and supply rentals and purchases, inventory control, appropriate accounting and reports, lessons, and concessions;

Supervises departmental personnel, including assigning and reviewing work, completing performance reviews, and recommending transfer or discipline when appropriate;

Oversees maintenance of course, including periodic inspection of grounds and regular communication with the Golf Course Superintendent;

Answers questions posed by, and interacts frequently with, the patrons of the golf course;

Facilitates accurate collection and reporting of incoming monies from green fees and pro shop;

Maintains appropriate records and reports;

Initiates and oversees departmental improvement projects;

Conducts golf clinics for junior and adult golfers;

Supervises maintenance and repair of golf carts, other golf equipment, and the facilities of the golf course;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

**CLASS NO. 2501 (Continued)**

Represents the county at golfing events locally and throughout the state;

Plans and organizes tournaments and conducts promotions and public relations duties for same; and

Prepares, presents, and administers a complete annual budget for the department.

Other Important Duties\*

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* golf course operations; golfing equipment and supplies; and supervisory techniques.

*Skill/Ability to:* instruct others in the techniques of golf; meet and work with the public in a friendly and courteous manner; budget the costs of operations; establish and maintain effective working relationships with co-workers, representatives of other golf courses, and the general public; and coordinate course maintenance and repair with the Golf Course Superintendent.

**ACCEPTABLE TRAINING AND EXPERIENCE**

Bachelors degree in business administration, agriculture, agronomy, or a related field, plus at least two years of experience in golf course operations, including supervisory experience;

*or* high school graduation, or its equivalent, plus at least six years of experience in golf course operations, including increasingly responsible supervisory duties;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Class A Pro Golfers Association membership desirable.