

SHAWNEE COUNTY, KANSAS
Position Description
Assistant Golf Professional

POSITION CONTROL NUMBER: PR1205, PR1206, PR1207 FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position assists with supervisory work directing, coordinating, and participating in clubhouse management and operations at the golf course(s). Works under the direction of supervisors performing general management of golf course clubhouse business in accordance with the policies and procedures of Shawnee County. This position is responsible for training and scheduling intermittent staff. Performs other duties as required. This position is supervised by the Head Golf Professional.

WORK PERFORMED

- 50% Daily Operations.** Responsible for assisting the management of golf service and operations of assigned course(s), and oversees the reservation system, starting times, and monitoring of play. Coordinates and maintains the clubhouse in a presentable fashion. Studies golf trends within the industry. Provides technical assistance to the public on the game of golf, including organizing leagues, scoring golf tournaments, and recommending appropriate equipment and golf rules.

- 25% Supervision of Staff.** Supervises golf course staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to maintain course operations. Establishes work schedules and assigns work. Checks work procedures and products.

- 25% Customer Service.** Performs customer service skills such as: answering to public comments and concerns, contacts vendors, and attends meetings. Plans and implements public relations activities, including golfer development programs.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills
- The fundamentals, techniques, rules and regulations involved in the skills required for participation in the game of golf.
- The objectives and methods used in planning, organizing, promoting and operating golf leagues, tournaments and open play.
- Golf course business operations and golfing equipment.
- Some knowledge of golf course maintenance.
- Some knowledge of food preparation and service.
- Some knowledge of cash handling procedures.

Ability to:

- Plan, assign, coordinate and direct the work of others.
- Assist in managing the daily operations of a golf course.
- Present and maintain a professional public image.
- Accurately maintain daily cash accounts and other records and prepare related reports.
- Operate cash register and basic office equipment, golf carts, public address system, computer, and telephone.
- Communicate effectively, both orally and in writing, using the English language.
- Establish and maintain effective working relationships with other employees and the public.

Skill in:

- Providing leadership and direction to employees.
- Strong organizational, planning and prioritization skills.
- Service and customer focused attitude.
- Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament, and database.
- Experienced in written and oral business communications.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving				X
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-20 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment				X
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-20 lbs.			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying			X		Turning				X	Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			

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EYES					Walking			X		Slippery Surfaces		X	
Near Vision			X		Standing		X			Work Above Ground	X		
Far Vision			X		Sitting		X			Work Below Ground	X		
Color Vision			X		Carrying		X			Irregular Surfaces			X
VOICE					Climbing	X				Moving Objects		X	
Talking			X		Jumping	X				In High Volume Traffic			X
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity			
Hearing			X		Lifting-20 lbs.	X							

EQUIPMENT USED

Personal Computer	Telephone	Golf carts
Printer	Fax Machine	Public address system
Photocopier	Office Furniture	

MINIMUM QUALIFICATIONS

- Associates Degree from an accredited college or university with emphasis in business or recreation management, or a related field with course work in park administration, budgeting, business, and recreation programming.
- An equivalent combination of education, experience and training may be considered for a total of 2 years of education and experience.
- Experience may be substituted for the required education on a year-for-year basis. If experience is substituted for the required degree, a High School Diploma or GED Certificate is required.
- Ability to register in the Professional Golfers Association (PGA), PGA PGM Associate program, or the Ladies Professional Golf Association (LPGA), LPGA T&CP.
- Valid Kansas Driver’s License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical/drug screen and a review of driving record.
- Required to work some evenings and weekends.
- Required to lift twenty (20) pounds.
- Must be able to acquire and maintain food handler’s and cereal malt beverage licenses.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 12/23
Revised: 10/24