CITY OF CEDAR RAPIDS POSITION PROFILE	**JOB CODE #/TITLE:** TH127 Assistant Golf Pro I
POSITION #/TITLE: 1451, 2313, 2330, 2373 Assistant Golf Professional I	**Adopted:** 01-01 **Revised:** 04-16

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Golf	**Manager Level:** Non-Manager
Salary Plan/Description: TSH/Temporary Seasonal Hourly	**Salary Grade:** 30
Reports To Position #/Job Code #/JC Title: NB084/Golf Professional	**Dotted-line Reports To Position #/Job Code #/JC Title:**
FLSA Status: Non-Exempt	**City Overtime Status (Employee Type):** Non-Exempt (Hourly)
Physical Demand Rating: Medium	**Work Environment:** Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	**Position Testing:** None
Personal Protective Equipment: None	

General Statement of Duties

Provides support for the clubhouse professional; directs and supervises the clubhouse operations in the absence of the golf professional.

Distinguishing Features of the Class

Exercises independent judgment to provide services and a safe environment. Supervision is exercised over the work of seasonal and hourly employees in the classifications of Cashier, Starter and over volunteers in the Ranger Program.

Examples of Essential Work (Illustrative Only)

Provides support to the management of all golf clubhouse activities for assigned course(s);
Assists in supervising and evaluating clubhouse staff in the operations of managing golf play (tee times, time of rounds, golf etiquette etc.);
Handles daily profit-loss statements, cash inventory, bank deposits and credit card reconciliation;
Assists in creating merchandise displays and receipt of merchandise;
Purchases concessions for clubhouse as requested by the public and as dictated by sales and as directed by the course professional;
Assists in planning and implementing public relations activities;
Presents professional public image in order to market golf courses;
Provides technical assistance to the public on the game of golf, including private and group lessons, organizing leagues, scoring golf tournaments, recommending appropriate equipment and golf rules;
Assists in teaching junior golf clinics, junior golf programs and adult group lessons;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of the rules, etiquette, instructional mechanics, and all related areas of the game of golf;
Good knowledge of current practices of golf management, including handling play, golf lessons and equipment sales;

Good knowledge of public relations practices;
Good knowledge of retail management;
Good knowledge of course maintenance practices that affect playing conditions;
Ability to present professional public image in order to market municipal golf courses;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on golf clubhouse activities;
Ability to use logical and creative thought processes to develop solutions according to situations that arise;
Ability to use logical and creative thought processes to develop solutions that arise;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks;

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Business or related field preferred; and
Some experience in clubhouse management, retail merchandising, or related field; and
Golf professional or assistant golf professional experience preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

PGA Affiliation preferred upon appointment. Requirement within six months to register in the PGA Professional Golf Management Program (PGA Apprentice).

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations and perform the mechanics of the game of golf;
Sufficient personal mobility, which permits the employee to provide the necessary physical services of a Golf Professional.