

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB087 Head Golf Professional
<b>POSITION #/TITLE:</b> 1139, 1141, 1142, 2380 Head Golf Professional	<b>Adopted:</b> 07-97
	<b>Revised:</b> 09-15

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Parks & Recreation/Golf	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11
<b>Reports To Position #/Job Code #/JC Title:</b> 2449/NB370/Golf Division Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Directs and supervises the clubhouse operations for assigned municipal golf course(s). Assists golfers with various components of the game; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of seasonal and hourly employees in the classes of Assistant Golf Professional, Cashier, Starter, and Starter/Golf Assistance Supervisor, and over volunteers in the Ranger Program. Employees in this classification are distinguished from the classification of Golf Professional by a Class A Professional Golf Association (PGA) status, which includes additional professional experience requirements. The Head Golf Pro class is also distinguished by greater management expectations of the position, and a greater involvement in developing department policy.

<b>Examples of Essential Work (Illustrative Only)</b>
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Manages all golf clubhouse activities for assigned course(s);  
Hires, trains, supervises and evaluates clubhouse staff in the operations of managing golf play, (tee times, time of rounds, golf etiquette, customer service, etc.);  
Establishes and monitors a budget for assigned clubhouse operations and is responsible for operating within the established budget and generated revenue;  
Handles daily profit-loss statements, cash inventory, bank deposits and credit card reconciliation;  
Maintains an escrow account for the buying and selling of alcoholic beverages;  
Maintains merchandise inventory, records, annual inventory purchases for resale and club fitting service;  
Purchases concessions for clubhouse as requested by the public and as dictated by sales;  
Administers contracts for golf cars and other outsourced services;  
Plans and implements public relations activities;  
Represents City to public groups and golf professionals; 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 interpreting golf rules;  
Organizes and teaches junior golf clinics and season long junior golf programs;

Coordinates leagues, outings, merchandise and clinics with assigned Golf Professional;  
Performs constant program evaluation for future policy development and revision of existing programs;  
During "off-season", performs painting, minor repairs, display construction/redesign and other tasks to enhance appearance and function of clubhouse;  
Performs marking and set-up of golf course for day-to-day play, tournaments and outings;  
Participates in course rulings for day-to-day play or tournaments;  
Conducts timely performance reviews and monitors performance and staffing needs;  
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**

Comprehensive knowledge of the rules, etiquette, instructional mechanics, and all related areas of the game of golf;  
Comprehensive knowledge of current practices of golf management, including handling play, golf lessons and equipment sales;  
Thorough knowledge of public relations practices and customer service principles;  
Thorough knowledge of retail management;  
Good knowledge of course maintenance principles;  
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 be trained in the use of Automatic External Defibrillators and Cardio Pulmonary Resuscitation;  
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 business or closely related field; and  
Considerable experience in clubhouse management, retail merchandising, or related field; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Class A Professional Golf Association status.

### **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.