

CITY OF CHELAN JOB DESCRIPTION

TITLE: **GOLF PROFESSIONAL/MANAGER**

DEPARTMENT: Recreation

REPORTS TO: City Administrator

SUPERVISES: Assistant Golf Professional, Cart Attendants, Office Workers, and Part-time, Temporary, Seasonal Employees

ADOPTED/REVISED DATE: 12/13/01 SALARY GRADE: 28

POSITION PURPOSE/SUMMARY

This position manages all golf course operations, promotions, marketing, scheduling and budget controls, including supervision of daily operations of the pro shop and clubhouse facilities, golf lessons, practice range, greens fees, golf cart rental, merchandising, purchasing, display and sales. Supervises maintenance, set up and playability of golf course.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations and the game of golf
- Performs personnel actions such as hiring and termination
- Manages all golf course operations and personnel
- Manages pro shop activity, including greens fees, purchase and sale of merchandise
- Provides golf lessons and coordinates Junior Golf Program
- Organizes and controls course play - schedules tournaments and Men's and Ladies' Division activities
- Coordinates on-course maintenance and daily course conditions
- Schedules and supervises clubhouse activities
- Manages and supervises golf carts and attendants
- Acts as liaison to Golf Advisory Board, Nordic Club, other community groups, School District, City Council, etc.
- Performs other related duties as needed

WORKING CONDITIONS

Work is performed in an office and outside environment without specific lifting requirements and exposure to chemicals.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Ability to successfully manage personnel, budget and all golf course maintenance
- Ability to accurately account for all monies and receivables
- Knowledge of rules and regulations relating to game of golf
- Ability to play golf at a highly skilled level
- Knowledge of golf products, supplies and merchandising
- Ability to communicate effectively both orally and in writing and to establish and maintain effective working relationships with co-workers, other agencies and the public

QUALIFICATIONS REQUIRED

Associate of Arts Degree in Management, Recreation, Marketing, Education or related field, plus PGA Certification Class A - Head Professional, or combination of education and experience necessary to successfully perform this job

Valid Washington State Drivers License with driving record free from serious or frequent violations.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.