

City of Dunedin, Florida
Class Description

Position Title: Assistant Golf Professional
Parks & Recreation Department
Golf Operations Division

GENERAL STATEMENT OF JOB

Under general direction, this position is responsible for assisting the Head Golf Professional in the management of day-to-day golf operations for the municipal golf course facilities and programs. Responsible for supervising and managing total golf operations in the absence of the Head Golf Professional, including duties related to planning, directing, organizing, and controlling operations of the golf course facilities. All duties of the position shall be performed with a commitment to the highest level of customer service and total customer satisfaction. Reports to the Head Golf Professional.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Acts as a manager/supervisor of all golf operations during peak periods, and in the absence of the Head Golf Professional, ensuring services standards are maintained at all times.

Assists with special events, instructional and rules clinics, and special golf tournaments for all skill levels; assists with tournament set-up, course set-up, tournament scoring, and tournament awards and publicity.

Assists with the operational performance of the golf pro shop including opening and closing the golf shop, assisting golfers with check-in and fee collection, control and management of play, and enforcing golf course rules and regulations.

Aids in management of outside service staff to ensure highest quality of customer service is achieved.

Promotes the overall success, profitability, and operation of the golf course facilities by maintaining a professional image around the course and in the community.

Assists in the inventory control of all goods and special orders including ordering procedures, receiving procedures, pricing procedures, and displays.

Responsible for maintaining the golf club's Handicap system, including drops, ads, posting, and billing.

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Plays golf with members of all abilities as time permits.

Represents the Dunedin Golf Club in local PGA events as time permits.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, ordering supplies, etc.

Performs duties of subordinate division personnel, as needed.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a High School Diploma or GED equivalent, with one year of experience as an Assistant Golf Professional.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Current enrollee in the PGA of America's PGM Apprentice Program, or PGA member through the PGA Professional Golf Management Program is preferred.

Must possess a valid driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to remain onsite/ available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Assistant Golf Professional. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Thorough knowledge of the practices, methods, and policies used in municipal golf course operations. Ability to plan and supervise the work of technical, clerical and other personnel as applicable. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to use independent judgment in performing routine tasks. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the City and the public.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories, management principles and economic analysis. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the divisional budgets, and knows how to prepare and monitor those budgets.

Human Interaction: Is able to coordinate division activities with other City departments/divisions and government/private agencies, in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of a diverse group of employees. Knows how to establish and maintain effective relationships with personnel of other departments/divisions, professionals, golf club members and the general public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, etc.; to overhaul, restore, renovate, construct and/or rebuild equipment, machinery or objects,

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requiring adherence to prescribed standards and specifications. Has knowledge of use and operating standards of equipment and tools used in golf course construction and maintenance work.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Must be able to communicate effectively, both verbally and in writing. Has the ability to speak, write, and understand the English language.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations.

Functional Reasoning: Requires the ability to apply principles of logical or conceptual thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general directives for an entire organization. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization. Is able to plan detailed and complex programs and activities and implement same. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Must be able to take the initiative to complete all the duties of the position without direct supervision. Has the ability to plan, organize and prioritize daily assignments/ work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (20-50 pounds). Tasks require sufficient hand/eye coordination to perform semi-skilled / skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions. Some field related activities may require temporary and periodic exposure to adverse environmental conditions. Some tasks require exposure to outside weather conditions and hot, wet and/or humid conditions, airborne particles, animals/insects, dust, vapors, fumes, and poisons. noise extremes, bright/dim light.

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The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Blair Kline
General Manager of Golf Operations

11-15-2023
Date