

HEAD PGA PROFESSIONAL

Position Code: 2500

WC Code: 9060

FLSA Status: Exempt

Pay Grade: 351 (\$39,650 - \$62,010)

Location: Golf Course

Approval Date: 2010

General Statement of Duties

Performs professional duties of a head PGA golf professional for the municipal golf course and acts in the absence of the Director.

Distinguishing Features of the Class

An employee in this class performs a variety of supervisory and professional golfing duties in the operation of the golf shop, tournament coordination and providing golf instruction. Work includes handling public relations daily through organizing daily play schedule sheets and resolving problems or questions from the public; implements the golf shop merchandising plan including purchasing, coordinating, scheduling and details of tournaments; and planning and conducting individual and golf instruction clinics for varied age groups. In the absence of the Director, employee is in charge and makes necessary decisions on daily operations. Work involves daily supervision of assistant pro and golf cart maintenance positions, part-time and volunteer marshals, starters, and cart helpers. Work requires PGA Head Professional certification and membership independent initiative and tact and diplomacy in extensive public contact dealing with the public, private groups, businesses, special interest groups within Town government and other golf professionals. Work may subject the employee to inside and outside environmental conditions, noise, vibration, and hazards associated with golf course work, fumes, odors, dusts, mists and oils. Work is performed under the general supervision of the Golf Course Director and reviewed through observation, periodic conferences, reports, and results.

Duties and Responsibilities

Performs public relation activities daily through work in the pro shop, interactions with customers through fee collection and by the way of organizing daily tee time's sheets; balances needs of members for individual and tournament play, time of year and course conditions.

Plans and implements a merchandising plan for the golf shop; prepares, justifies a budget and monitors expenses; recommends plans to the Director and Town Board; handles purchasing for varied golf merchandise including clubs, bags, clothing, balls, etc., for men and limited stock for women; meets with companies or sales representatives; purchases supplies for cart maintenance and driving range; reviews and sign invoices; enters data into bookkeeping.

Maintains bookkeeping system for golf shop and snack shop on a daily basis; balances daily receipts, counts out cash drawer amounts; records amounts of overage or short falls; completes daily reports; takes deposits to bank nightly.

Coordinates tournaments; schedules tournaments including outings of several groups of four to maximum player groups course can handle; meets with the tournament representative to set the date, time and format; orders prizes; collects fees for the event; prepares cart signs, score cards, rule sheets, scoreboard; forms equally paired teams; coordinates space and set-up with caterers and with carts line-up and preparation with cart maintenance on day of tournament; assists with explaining rules and starting events, recording scores and determining winners, presenting prizes and other services required during and after the event.

Plans and recommends instruction clinics for men, women, seniors and youth; provides private and group instructions; formulates lesson plans and evaluations.

Supervises work of subordinates; participates in selection, trains staff, evaluates performance, coaches, and recommends disciplinary action as required.

Maintains playing ability at reasonable standards to play with course members, Pro-Ams and other professional events through the PGA; maintains educational re-certification requirements by PGA to keep Class A certification.

Assures safety regulations are followed by staff as appropriate.

Performs any task necessary to fill in and ensure smooth operations and timely customer services, such as rotating and washing carts and lining-up carts for tournaments, or starting players at tee boxes.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the principles, theories and practices of golf course management and operation, including merchandising and budgeting.

Considerable knowledge of the game of golf, of the principles and techniques for playing golf, Professional Golf Association (PGA) rules and regulations, and the principles and methods of golf instruction.

Working knowledge of safety regulations associated with golf course work.

Skills in playing golf and ability to instruct.

Ability to organize and supervise staff.

Ability to develop and maintain effective working relationships with employees, the public, community and business leaders, contractors, superiors, officials, and PGA officials and other course professionals and managers.

Ability to use sound judgment, tact, diplomacy and firmness in handling angry customer and volatile situations.

Ability to express oneself clearly and precisely in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pulling, pushing, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, or pull or otherwise move objects, including the human body.

Must possess the visual acuity to play golf at a professional level, to prepare and analyze budget and activity data and figures, to operate a computer, and to be able to inspect the work of others.

Minimum Education and Experience

Graduation from an accredited college or university and five to seven years of experience as a head PGA golf professional and three to five years supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Certification as a PGA Professional Class A and possession of a PGA card.

