



POSITION DESCRIPTION

POSITION:	HEAD GOLF PROFESSIONAL	CIVIL SERVICE:	NO
DEPARTMENT:	PARKS & RECREATION	FLSA EXEMPT:	YES
DIVISION:	GOLF COURSE	UNION:	N/A
REPORTS TO:	DIRECTOR OF PARKS & RECREATION	PAY GRADE:	N13

FUNCTION:

Performs work under the general direction of the Parks & Recreation Director, to manage the operations of Otter Creek Golf Course; with specific focus on golf programming, golf shop operations, and the driving range.

SUPERVISES:

Part-time and Seasonal Staff
Assistant Pro Shop Manager

EQUIPMENT USED:

Office Information Systems. Knowledge of the functions and operation of all division equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Directs day-to-day management of golf operations as well as Clubhouse activities, and is responsible for scheduling the use of the course.
- Plans, organizes, directs, and manages all golf, pro shop, and driving range activities at Otter Creek.
- Develops work schedules and directs the work of golf course staff. Oversees the selection, training, evaluation, and discipline of golf staff.
- Organizes, schedules, and insures successful implementation of golf programs; such as group lessons, clinics, leagues, outings, and tournaments.
- Advises Parks & Recreation Director on golf trends and needed resources. Prepares reports and cost estimates as requested.
- Prepares pro shop budget for submittal to the Parks & Recreation Director, administers the adopted budget, purchases and maintains adequate pro shop inventory, supplies and materials needed for proper operation and financial success of the golf course.
- Completes golf course daily deposit and tracks golf revenues and expenses. Complies with all financial policies and provides financial reports as requested by the Parks & Recreation Director.
- Prepares reports on trend line and comparative data regarding golf rounds, outings, and overall sales.
- Assists in the development and implementation of the yearly golf course marketing plan.
- Conducts monthly inventory on pro shop items.
- Coordinates and interfaces with Course Superintendent on key issues relating to the course, programming, golf facilities, and capital needs.

- Supervises the use of the golf cart fleet; insures that all carts are operating properly. Provides oversight of the golf cart contract and prepares the necessary specifications/documents for contract updates, renewals, or re-bidding.
 - Develops positive relations with golf, regularly interacts with customers and assists customers with questions or concerns. Uses position to promote the game of golf and the course.
 - Acts as a liaison with civic organizations; gives presentations on the golf course as required.
 - Represents the golf course and City of Ankeny at trade shows, meetings, tournaments, or events.
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ENTRY REQUIREMENTS AND SKILLS:

High school diploma or GED and certification as a Class A Professional Golfers Association Member with a minimum of three to five years as a Head Golf Professional.

Knowledge of golf course management; golf techniques and rules; golf instruction; course design; facility operations; ability to interpret standard financial documents such as income statements, statement of cash flows, balance sheet; ability to organize, direct, and coordinate work of staff; ability to establish and maintain effective working relationships with others.

WORKING CONDITIONS:

- Works in an office situation but is often outside on the golf course monitoring or implementing programs and events.
 - May be called in on off hours to handle citizen concerns and/or emergency situations.
 - Must keep regular and reliable attendance at work.
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PHYSICAL REQUIREMENTS:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and using hands to finger, handle or feel and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; no special hearing perception is required; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).