



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 973.2

Job Title: **GOLF PROFESSIONAL**

Pay Grade: 19

GENERAL SUMMARY:

Supervises personnel and the daily activities of a golf course, including implementing procedures for cash handling, reporting information and stimulating direct involvement in social and athletic activities.

RESPONSIBILITIES:

- Supervises golf center personnel (i.e. scheduling, attendance control, evaluating, performance and training and development).
- Manages and coordinates all golf course operations.
- Supervises golf center personnel (i.e. scheduling, attendance control, evaluating, performance and training and development).
- Collects and records money from green fees, deposits and other cash transactions.
- Provides golf lessons demonstrating effective form and techniques.
- Schedules golf tournaments and serves as game official, making decisions and interpreting rules.
- Performs general bookkeeping activities to produce reports.
- Solves problems that may arise concerning the general public.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:

Four years experience is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make complex coordinated and sequenced motor movements in response to rapidly changing external stimuli.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Golf Professional

Effective: October 1990