



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ASSISTANT GOLF PROFESSIONAL
(GOLF COURSE)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position assists with the oversight and management of the pro shop, club house, practice range, and electric cart concessions at the Newport News Golf Club at Deer Run. Serves as lead worker. Reports to the Golf Professional.

ESSENTIAL JOB FUNCTIONS

Assists with the collection of funds derived from sale of golf merchandise and various services at the club house; maintains a daily record of sales. Assists the general public with the interpretation of golfing rules and regulations; assists with golf tournaments as needed; coordinates reservations of events. Conducts golf lessons as needed; manages the junior golf programs.

Assists with the effective supervision and administration of the golf course including purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Golf Course Operations - Comprehensive knowledge of the administrative and technical practices, methods, and policies relative to municipal golf course operations to include operating a golf merchandising business. Knowledge of the techniques and skills needed in giving golf instruction.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.

REQUIRED ABILITIES

- Communication – Ability to communicate ideas and proposals effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Mathematics - Ability to perform basic arithmetic applications.

EDUCATION AND EXPERIENCE

Requires certification as a PGA Professional and 3-5 years of progressively responsible experience in small business operations and merchandising.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check, sex offender registry check as well as a valid driver's license with an acceptable driving record.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, temperature and weather extremes, toxic agents, animal/wildlife attacks, water hazards, or rude/irate customers.