



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: GOLF PROFESSIONAL

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2560

PAY RANGE CODE: 9.1 MC REVISION DATE: 1/26/17

NATURE OF WORK:

This work involves managing and operating a municipal 9-hole golf course(s) and associated pro shop and concession area. Employees who work at Westwood Heights golf course will have the option of living in the facilities provided by the City. Public relations are a continuous requirement of this work.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages and oversees the operation of a municipal 9-hole golf course(s) and associated pro shop and concession area.

Hires, trains, schedules, provides direction, disciplines, and oversees the work of subordinate staff.

Responds to patron inquiries and complaints, and explains and enforces golf rules and regulations.

Computes handicaps, schedules tee-off times, maintaining a strict tee-time scheduling system, and collects fees.

Operates a concession counter, selling food and beverages to patrons.

Sells golf equipment, attire, and supplies as a retail venture; orders supplies.

Manages golf cart rental, ensures the storage and security of the carts, and reports any damage or breakdowns to the cart mechanics.

Establishes leagues and plans and administers tournaments.

Maintains accurate records of receipts, disbursements, and inventory, and prepares daily reports.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the rules of golf and the methods of play.

Knowledge of the operation of a 9-hole golf course, its maintenance and staffing.

Knowledge of cash handling, inventory, and cost control procedures.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to hire, train, schedule, provide work direction, discipline, and oversee the work of subordinate personnel.

Ability to stimulate interest in the game of golf and the use of the City's golf courses.

Ability to plan and oversee the operation of a 9-hole golf course program, including league formation, tournament scheduling, and tournament administration.

Ability to maintain accurate records of receipts, disbursements, and handicaps, and to prepare reports detailing them.

Ability to communicate to respond to patron inquiries and explain and enforce golf rules and regulations.

Ability to prepare clear and concise reports.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand and walk 76 to 100% of the time; climb and reach 26 to 50% of the time; and balance, bend, stoop, squat, kneel, crouch, push and pull 0 to 25% of the time.

Ability to move objects weighing up to fifty (50) pounds up to 33% of the time, weighing up to twenty (20) pounds 34 to 66% of the time; and weighing up to ten (10) pounds 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Three (3) years of experience involving business operation, the supervision of subordinate personnel, and considerable public contact at a public or private golf course.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites.

Must be able to work variable hours, weekends, and holidays as required.

Must meet necessary requirements to manage and administer an alcoholic beverage license.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily indoors in an office/concession/retail outlet environment amid normal conditions of noise, fumes, odors, and dust.

Depending upon the golf course assigned, employees in this classification may have the option of living in the facilities provided by the City of Omaha.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Calculator	Telephone	
Golf Cart	Snack bar equipment	Public address system
Computer	Copier	Printer
Point of Sale (P.O.S.) system		

Previous Revision Date(s): 1/28/93
3/28/00