



## CLASS SPECIFICATION

**Class Title:** Assistant Golf Professional  
**Department:** Golf Courses  
**FLSA:** Non-exempt

**Class Code:** 7774  
**Grade:** 19  
**Eff. Date:** 01/01/1982  
**Revised:** 06/05/2023

### GENERAL PURPOSE

Under general supervision of the Deputy Director of Golf, supervises and performs professional duties in assisting with the administration of a Davis County Golf facility.

### EXAMPLE OF DUTIES

Assists the Deputy Director in supervising the staff and activities of the golf course. Acts on behalf of the Deputy Director in his or her absence.

Supervises and coordinates schedules of seasonal staff.

Assists in the day-to-day management of golf course operations, including the following: reserving and scheduling course play; collecting fees, cart rental, golf lessons; enforcing golf course rules and standards of etiquette; registering players and coordinating the start of play for golfers; monitoring pace of play on the golf course

Assists in managing the day to day operations of the Pro Shop, which includes: merchandising, receiving, custom orders, prepares and delivers bank deposits.

Assists in coordinating grounds maintenance.

May be involved in conducting golf clinic or golf lessons to groups and individuals. If compensated directly for lessons, this time is scheduled away from regular work time and is limited to an amount per week approved by the Deputy Director.

Coordinates tournaments including overseeing, running and scheduling corporate tournaments; assists in overseeing, running and scheduling of men's and ladies' golf associations.

Assists with the planning and coordinating of the junior golf instructional program.

Promotes the game of golf and public relations for the course; establishes an enjoyable atmosphere conducive to the game of golf.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

High school graduation and completion of The Professional Golf Association (PGA) Professional

Golf Management (PGM) Associate program, plus three (3) seasons of full-time experience as a PGA Associate working under the supervision of a PGA Class A Golf Professional.

### 2. **Special Qualifications:**

Active Class "A" Membership in the PGA; must be a member in good standing.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

### 3. **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** daily golf course operations; USGA rules, handicap, course rating system; mechanics and techniques of golf swing; golf etiquette and techniques; golf equipment and supplies; general game of golf.

**Skill in:** using telephones and computers; POS system, Tee Sheet Software.

Advanced skill in playing golf.

**Ability to:** teach and promote the game of golf, coordinate and execute golf activities such as clinics and tournaments; communicate effectively; establish and maintain effective working relationships with supervisors, other County employees, men's and ladies' associations, vendors, and the general public.

## WORKING CONDITIONS

Maintain concentrated attention to detail for sustained periods of time. Work a flexible schedule that may include evenings and weekends; work extended seasonal hours as necessary and work outdoors.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**