

**DEPARTMENT:** Parks Department      **FLSA Status:** Exempt/Administrative 1/4/2010  
**CLASSIFICATION:** Non-Competitive  
**APPROVED:** MAY 21, 2002

### **GOLF DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for planning, scheduling and promoting activities in order to secure the maximum usage of the golf course. The incumbent receives general supervision from the Commissioner of Parks and is allowed considerable latitude for independent judgment. Direct supervision is exercised over the work of all golf course personnel. Performs related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Organizes, schedules and promotes golf activities;
2. Maintains the inventory of the golf shop including ordering, receiving, pricing, and selling merchandise;
3. Plans and assigns the work of subordinates;
4. Instructs and trains staff in the performance of their duties;
5. Provides golf lessons to golfers.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the rules and terminology of the game of golf; good knowledge of the organization and maintenance of a golf shop; ability to plan and assign the work of others and secure their cooperation; ability to teach the game of golf; ability to prepare accurate and clear reports; ability to supervise the work of others and provide necessary training; ability to deal effectively with the public and maintain good public relations; good judgment; reliability; neatness in appearance; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Certification as a Golf Pro by the PGA.

Non-competitive classification approved by State CSC 03/28/2002

05/21/2002; 11/04/1999