



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 4/2/01

Date Posted: _____

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted **ONLY** at the Fairhope Public Works Complex, 555 So. Section St., Fairhope, Ala. 36532, Monday through Friday, from 8:00 AM to 3:00 PM. Applications may be mailed to City of Fairhope, P.O. Drawer 429, Fairhope, AL 36533 or faxed to (251) 990-0156

Position Information

Job Title: Pro Shop Attendant (2) Department: Golf - Operations
 Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*
 Standard Scheduled Hours: No set sch. Days to be Worked: No set schedule; Must be available weekends
Pay Grade or Range: \$10.80

Position Description

General nature/purpose of work:

To sell merchandise, make tee-times, and in all other ways help in the pro-shop.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

Education, experience and training:

Substantial knowledge of the game of golf desired;
 Working knowledge of computers and job-related software;
 Skill to count money accurately;
 Ability to perform multiple tasks simultaneously;
 Ability to work weekends;

High school diploma or GED; OR
 Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Date of Announcement: 05/22/2017 Closing Date for Applications: When Filled

Pandora Neathoe
 Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.