

Human Resources Department

Forms And Documents

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 are available at the 161 N. Section Street, Monday through Friday, from 8:00 a.m. to 5:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. NO PHONE CALLS

| Position | Information | | | |
|----------------------------------|--|--|------------------|-----------------------------------|
| Job Title: | Head Golf Professional | | Department: | Parks and Recreation |
| Job Status: | ob Status: X Regular full- Time 🗌 Temporary Full-Time If temporary, give requi | | | , give required dates of service: |
| | Regular Part-T | ime 🗌 Temporary Part-Tin | ne From: | To: |
| Standard Scheduled Hours: Varies | | | Days to be Worke | d: Varies |
| Starting Pay Rate: | | \$51,108.98 - \$66,441.68 - \$81,774.38 | Pay Grade 26 | |

Position Description: General nature/purpose of work: The purpose of this position is to direct, administer and coordinate the activities of the golf clubhouse, food and beverage service and pro shop.

Primary responsibilities:

This position is responsible for managing and supervising the Quail Creek Golf Course, and ensuring quality service is provided to the public, while carrying out policies, objectives, functions and programs which are performed in compliance with City of Fairhope's policies and procedures.

Duties Include: Supervises and trains pro shop staff, clerks, marshals, food and beverage personnel and cart attendants to ensure highest quality of service at a reasonable cost to the customer. Manages inventory, sales and operations of the pro shop and snack bar. Recruits new members. Recruits and coordinates golf tournaments to promote the game of golf in the City of Fairhope. Consults with Parks and Recreation Director to plan and review work projects. Oversees the daily operation of the pro shop, snack bar and driving range. Assures state/federal health standards are met in snack bar. Develops and implements financial budget as related to the pro shop and snack bar operations, driving range. Develops and implements policies and procedures as related to assigned staff. Supervises, directs and evaluates assigned staff. Listens and acts on employee concerns and problems. Organizes and prioritizes department work.

Minimum Requirements: Graduation from an accredited college or university with a bachelor's degree in business administration or marketing; Successful completion of the Golf Professional Training Program (GPTP), AND 3-5 years' experience teaching golf to a variety of age groups, AND 1-3 years' experience in business management, sales or marketing, OR Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities to perform the work.

Special Requirement: Must possess a certification as a Class A Professional by the PGA of America. **Knowledge, Skills and Abilities:** Extensive knowledge of golf, its history and development; Extensive knowledge of the current Rules of Golf, equipment and tournament organization; Thorough knowledge of golf Club management and play; Knowledge of golf merchandise marketing and inventory control; Knowledge of various managerial styles and marketing strategies.

Date Posted: 11/30/2017

Closing Date : Until filled

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.