



## Job Description

### Golf Course Lead Assistant

Pay Grade: G06

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum two (2) years of related experience.

**Minimum Education Requirements:** Two (2) years of college course work in a related field.

**Department:** Recreation.

**Direct Supervisor:** Golf Course Operations Manager.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Golf Club House.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Performs routine administrative work assisting in directing, planning, and organizing Golf Club Operations and serves as liaison with golf course maintenance.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Schedule Golf Club Attendants.
- Monitor and approve payroll for Golf Club operations personnel.
- Recruit and train Golf Club attendants.
- Engage programs to promote interest in the Golf Club and assist the Manager in developing a comprehensive marketing program.
- Assist with scheduling tournaments.
- Assist in preparing daily and weekly reports.
- Coordinate golf activities with on-site retail store and restaurant.
- Inform the public regarding golf club operations, course rules, memberships, and tournaments.
- Organize and set up group golf outings.
- Assist in reconciling cashier drawer.
- Troubleshoot and assist with golf carts and driving range equipment.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Principles, procedures, tools, and equipment used to maintain a golf club.
- Turf, rules of golf, and general golf club operations.
- Budget preparation and management.
- Administrative functions of golf club and golf club operations.
- Advanced principles of business administration and their application to golf club administration.
- City's Recreation functions, policies, and procedures.



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#### **Skills**

- Written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.

#### **Abilities**

- Establish effective working relationships with employees, other departments, public officials, other agencies, and the general public.
- Organize and prioritize work and projects.
- Keep accurate records and make timely written reports.

#### **Physical Demands**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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**Signatures / Date**



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date