

POSITION DESCRIPTION

City of Monett

Mongolfjob1

JOB TITLE: Pro Shop Manager

DEPARTMENT: Golf

SALARY RANGE: Payroll – Level 3

IMMEDIATE SUPERVISOR: Golf Course Superintendent

ESSENTIAL FUNCTIONS

- I. Operational Activities 55% of Time
 - A. As inquiries are made, provides clarification and answers questions regarding rules and policies assuring for accuracy and professionalism.
 - B. Sets time for play as requested assuring for the closest match possible assuring for positive public relations.
 - C. Supervises, directs, trains seasonal and full time staff. Acts as a role model. Provides leadership and sets schedules assuring that all work gets assigned and completed.
 - D. Collects and handles monies and fees assuring for accuracy and compliance with established financial controls.
 - E. Manages concessions. Maintains an inventory of supplies and dispenses concessions assuring compliance with the applicable requirements. Maintains profitability.
 - F. Makes suggestions for improvements.
 - G. Oversees the maintenance of physical facilities assuring for safety and pleasurable use.
 - H. Assists in the development of an annual budget. Provides inputs and explanations. Explains variances if necessary.
 - I. Provides monthly operational and revenues reports assuring for accuracy and timeliness.
 - J. Assists with developing and implementing special events that contribute to revenue projections.
 - K. Deals with the public in a professional and courteous manner.
- II. Tournaments, Leagues, and Clinic Related Activities 25% of Time
 - A. Establishes and promotes all structured play activities assuring for continual use.

- B. Schedules and conducts structured play activities assuring for profitability and the enjoyable use of facilities.
- C. Maintains all records and documents all activities assuring for accuracy.
- D. Publishes results of structured play assuring for accuracy and timeliness.

III. Phone Related Activities 20% of Time

- A. Receives calls, responds to requests and inquires assuring for professionalism.
- B. Take appropriate action in response to caller assuring for follow up and for professionalism.
- C. Maintains the starter sheets and other documentation assuring for accuracy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 50 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid driver's license.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision-making.
- ◆ Normal time pressure of decision-making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch