

ASSISTANT GOLF PROFESSIONAL

356-C

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing group and individual instructions in golfing and for assisting in oversight of the operation of a golf shop, driving range and snack bar. An employee in this class may also provide assistance to and attempts to solve problems of players concerning starting times, golf cart rentals, course rules and etiquette, etc. The employee in this position will also perform the duties of the Golf Professional in his/her absence. The work is performed under general supervision with wide leeway provided for the use of independent professional judgment. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides instructions, teaching proper golfing methods and techniques;

Assists in operating a golf shop for the sale of golf equipment;

May assist in supervising a snack bar selling food and refreshments;

May oversee the operation of a driving range;

Assists in resolving complaints and provides assistance to players concerning golf rules and etiquette, course conditions, starting times and golf cart malfunctions;

Maintains records and reports as directed.

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

Good knowledge of the rules, principles and techniques of golf; ability to instruct individuals and groups in the fundamentals of golf; ability to oversee the operation of golf course facilities including golf shop, snack bar and driving range; ability to keep simple records and prepare reports; reliability; tact; and courtesy.

MINIMUM QUALIFICATIONS:

Certification by the Professional Golfers Association as a Teaching Professional.

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Last Reviewed: 12/05/01
Jurisdictional Class: Noncompetitive
Public Hearing:
NYS Civil Service Commission Approval:

Revised in Classplan: 10/6/2022