



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
GOLF PROFESSIONAL – Antelope Hills Golf Course
Pay Grade: 60 Pay Range: \$38,470 to \$53,858 + Incentives & Benefits DOE/Q
 Candidate of choice must pass pre-employment drug test and possess a valid AZ driver's license.
 FLSA Status: Exempt – not eligible for overtime.

The City of Prescott operates a 36-hole tournament-ready golf course with two distinct golfing experiences. Antelope Hills offers a full clubhouse, full service restaurant and bar, natural grass driving range, on-course beverage carts, professional instruction and a complete golf shop. Antelope Hills opened in 1956 with a new clubhouse constructed in 1992.

Essential Duties: The Golf Professional will oversee and manage golf operations while reporting directly to the Golf Course Manager and working cooperatively with customers and City of Prescott department personnel. This position will provide highly visible professional customer service and an exceptional "golf experience" to all patrons while promoting a positive image of the City; responsible for the efficiency and cost-effectiveness of course operations including the retail golf shop, golf programs, events, and coordination of associated golf course activities. Experience in planning, organizing, and coordinating work projects, problem solving skills while supervising and motivating staff a must. Work schedule may vary to meet and accomplish program objectives.

Qualifications: Candidate must possess a PGA Class A Golf Professional certification, ten years of progressively responsible administrative experience in golf programs or business operations with at least five years of supervisory experience in the same field; Bachelors degree in business or public administration preferred or any equivalent combination of experience and additional education which provides the knowledge, skills, and abilities to perform this work.

Knowledge's, Skills, and Abilities:

Knowledge of:

- Tee time reservation system, starting and monitoring of play, tracking and verification of players, guests and golf carts.
- Recruitment, hiring, training and supervision of all staff including assistant and teaching professionals, outside assistants, mechanics, starters and rangers.
- Principles and practices of public administration and of local government structure and services.
- Program development, operations, budgeting, evaluation, sales goals and forecasting of all golf programs, services, revenues and expenses on a daily, weekly, monthly and yearly basis.
- Theory, principles, practices and methods of golf instruction.

Skill in:

- Written communications for administrative and technical purposes as well as assisting in newsletter publication, promotional and informational materials.
- Coordinating and prioritizing tasks, projects and activities simultaneously and within prescribed timelines.
- Implementing cash and system controls to ensure the safekeeping of assets, inventory and resources.
- Professional oral communication in one-on-one and group situations.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and City residents.

Ability to:

- Oversee all services and golf operations including assisting buyer with physical inventories and merchandise displays as well as marketing and promotion of new memberships and play.
- Enforce course rules and regulations.
- Assist and manage innovative tournament programs to a variety of customer segments.
- Work independently yet maintain close working relationships with Superintendent and Tournament Manager/Merchandise Buyer, Supervisor, co-workers and the public.
- Operate a personal computer and related software.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required office equipment and City vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate (reading, writing, speaking) in person and over the radio and telephone in English; bilingual skills beneficial. Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 PM March 22, 2006

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
 928-777-1315 800-748-6205 TDD 928-777-1100 Fax: 928-777-1213

Email: www.personnel@cityofprescott.net **Website:** www.cityofprescott.net **Job Hotline:** 928-777-1280

EOE/M/F/V/H/D/NSE Posted: February 16, 2006

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279. Empleo con la Ciudad de Prescott requires hablar, leer y escribir el in habilmente. El aspirante de empleo debe comunicarse eficazmente en Ingles, por habla lectura y escritura.

=====
 MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: Each employee must satisfactorily serve an established probationary period. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.