

CITY OF SALINAS

SHOP ASSISTANT

BARGAINING UNIT/CLASS CODE:

Temporary / S43

DEFINITION

Under direction, assist with the management of daily golf operations including managing and tracking play, protecting and controlling assets; supervising golf staff; assisting with all merchandising functions; managing tournaments and providing other professional golf services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Golf Operations Supervisor. Exercises direct and/or indirect supervision of the full and part-time Golf Course staff depending on assignment.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Conduct proper opening, closing and guest check-in procedures. Provide excellent customer services, professional advice and assistance to all patrons. Control and manage play. Ensure guest check-in and fee collection is done in coordination with the starter. Assist with range operations. May be required to provide golf instruction and clinics which is consistent with instructional methods, policies and procedures if a LPGA/PGA Member or LPGA/PGA Apprentice. Assist in the receipt, display, inventory, control, promotion and sales of merchandise. Assist with minor club repair. Promote all course activities and services. Assist in managing tournaments and outings.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, including uneven surfaces, physical strength to lift up to 40 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Principles and practices of municipal golf course management and administration, which includes golf course maintenance standards, merchandise marketing, and cash handling methods.

**CITY OF SALINAS
SHOP ASSISTANT (continued)**

Ability to:

Promote programs suited to the needs and interest of the golfing community. Interpret and explain golf course policies, procedures and maintenance practices. Establish and maintain effective working relationships with the public, staff and others contacted in the course of work. Use computer hardware and software programs specific to the golf environment to perform duties. Prepare written reports and financial balance sheets. Communicate clearly and concisely, orally and in writing.

License or Certificate:

Possession of a valid California Driver's License. Possession of a Professional Golfers Association (PGA/LPGA) classification or Professional Golfer Association (PGA/LPGA) Apprentice is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to two (2) years of public contact experience in a sales position and one (1) year in a golf environment desired.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 4-04, REV: 12-04