PLEASE POST FOR ALL APPLICANTS TO READ
Macon-Bibb County

POST DATES: 04/16/14 to 04/24/2014 **EEOC CODE: 0605** **CLASS CODE: 2010**

CLASSIFICATION TITLE: GOLF MONITOR

JOB CLASS (GRADE): 9 **HOURLY RATE: $10.89**

WORK WEEK: VARIES **WORK HOURS: VARY**

DEPARTMENT: BOWDEN GOLF COURSE

DEPT. HEAD: NATHAN CAFFARELLI

(X) REPLACEMENT **( ) NEW REQUIREMENT**

PURPOSE OF CLASS:

Under general supervision, performs responsible administrative work assisting the Golf Pro in the effective and efficient operation of the golf course. Performance is reviewed through observation, conferences, reports and results achieved.

PRIMARY JOB DUTIES:

- Assists in the management of golf course play and pro shop operation.
- Supervises, trains and evaluates assigned personnel.
- Registers all golfers.
- Assists in the keeping of records of rounds played
- Manages the play of patrons and starting times.
- Works with various golf organizations using the golf course.
- Orders supplies to operate the pro shop and golf cart fleet.
- Assists in the enforcement of all rules and regulations at the golf course.
- Assists in the collection of money, preparing of proper financial reports and making deposits.

SECONDARY JOB DUTIES:

- Completes special projects and performs other miscellaneous duties as required.

EQUIPMENT OPERATED:

Appropriate golf equipment, personal computer, fax machine, copy machine, typewriter, calculator, adding machine, and other assigned equipment.

REPORTING RELATIONSHIP:

This position reports to the General Manager of Golf.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of golf play and Pro Shop operations.
- Knowledge of golf rules and their application to the game.
- Considerable working knowledge of personal computers and word processing and database software programs, including the Microsoft Office Suite, the Windows NT network, and other assigned equipment.
- Ability to maintain accurate records and handle money.
- Ability to supervise assigned employees.
- Ability to work with various age groups and various sized groups of individuals.
- Effective written and oral communication skills.

DESIRABLE EDUCATION AND EXPERIENCE:

High school graduate or equivalent GED, and

Three (3) years working experience in managing golf play and working in a Pro Shop, or

Any equivalent combination of education and experience acceptable to the appointing authority.

WORK CONDITIONS:

C=Constant (65-100% of day)
F=Frequent (33-65% of day)
O=Occasional (up to 33% of day)
N=Never
I=Infrequently (not done daily)

C Operates various office equipment	**O** Adverse, hazardous or unpleasant conditions
O Operates motorized vehicles	**O** Requires physical activities such as bending, stooping, climbing and crawling
N Utilizes hand tools & maintenance equipment	**C** Requires standing and walking

Lifts or Carries:

O 10 lbs or less
O 11 - 25 lbs
O 26 - 50 lbs
N 51 - 75 lbs
N 76 - 100 lbs
N 100 lbs +

NECESSARY SPECIAL REQUIREMENTS:

Requirements may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified to perform the essential duties of the job.

If you feel you qualify for the above position, you may obtain a Position Opening Application at the Human Resources Department or apply online at www.cityofmacon.net. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days or ten (10) for Police, before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER