



## CLASS SPECIFICATION

Class Title: Deputy Director, Golf  
Department: Golf Courses  
Merit Status: Merit Exempt  
FLSA: Exempt

Class Code: XXXX  
Eff. Date: 01/01/2021  
Grade: 26  
Revised: 12/22/2020

### GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Director of Golf. Under the broad policy guidance and direction from the Director of Golf, this position directs, supervises, and performs professional duties as the Head PGA Professional at Valley View or Davis Park in the administration of a Davis County Golf Course.

### EXAMPLE OF DUTIES

Directs, plans, organizes, and administers the operation of a Davis County Golf Course. Assigns work and supervises employees and volunteers; hires, trains, and disciplines employees; evaluates employees in compliance with County policies, procedures, and practices.

May assist the Director in establishing management policy for golf course operations, including, but not limited to, operating methods and procedures; event scheduling procedures; the collection and deposit of funds; receipt and accounting for revenue.

Prepares, presents or oversees the presentation of department budgets; monitors expenditures and revenue collection in compliance with all County policies, procedures and practices. Directs the processing of personnel actions, requests to hire, purchase orders, and expenditure vouchers in accordance with policies.

Manages the day-to-day operations of a golf course, including, but not limited to, planning, organizing, and administering the maintenance of the course and grounds, landscaping, paths and other associated infrastructure, purchasing course equipment and supplies, collection of green fees and cart rentals. Coordinates and determines player registration and starting assignments; provides for the orderly flow of golfers onto and around golf course.

Manages the day-to-day operations of the Pro Shop, which includes: merchandising, receiving, custom orders, and promoting tournament play.

May be involved in conducting golf clinic or golf lessons to groups and individuals. If compensated directly for lessons, this time is scheduled away from regular work time and is limited to an amount per week approved by the Director.

Plans, announces, coordinates, prepares, and manages golf tournaments including County-sponsored tournaments and other special events.

Develops and oversees men's and women's golf associations and junior golf program and organizes play.



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Cooperates with Utah Golf Association in handicap purposes and tournament play. Promotes public relations; establishes an enjoyable atmosphere conducive to the game of golf.

Oversees course maintenance and usage to ensure optimal course conditions.

Maintains PGA membership and complies with PGA standards.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from high school plus five (5) years of experience as an Assistant Golf Professional and completion of a PGA/Professional Golf Management Program; an acceptable combination of education and experience may be considered.

#### 2. Special Qualifications:

Classified as a Class A-1 PGA or LPGA golf professional.

Current membership in the PGA or LPGA.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

#### 3. Necessary Knowledge, Skills and Abilities:

**Thorough knowledge of:** USGA rules, handicap and course rating system; fundamentals and mechanics of the golf swing; organizing and conducting golf tournaments; sound budgetary, management and financial concepts and procedures; County policies, procedures, and practices; effective supervisory techniques and principles; public relations principles and methods.

**Skill in:** playing the game of golf; teaching golf techniques.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** exercise sound independent judgment and make sound decisions; supervise and



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evaluate the work of others; analyze, interpret, prepare and report financial data; analyze and solve complex problems; perform efficiently under pressure/deadlines; receive and handle sensitive information and maintain strict confidentiality; interpret, formulate and write policies and procedures; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, departments, vendors, golf associations, patrons, agencies, and the general public, and promote the game of golf.

### WORKING CONDITIONS

Maintain concentrated attention to detail for sustained periods of time. Work a flexible schedule that may include evenings and weekends; work extended seasonal hours as necessary and work outdoors.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

#### Approval Information:

Date:	12/22/2020
Department Approval:	Dustin Volk
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito