

## Sam Houston State University Human Resources

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### Staff Classification Description – Head Golf Professional

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N243 (E1)  
**Grade:** 17  
**Date:** 10/2014

**Department:** COBA, PGA/PGM Program

**Educational & Experience Requirement:** Bachelor's Degree, PGA Membership and a minimum of five years experience as a head golf professional or equivalent. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Oversees and manages the golf operation and work cooperatively with other departments to promote an exceptional "golf experience," and provide excellent services and programs to all patrons.

**Supervision Given & Received:** Works under general direction and supervises a staff of 10 – 15 people.

**Primary Responsibilities:** Oversees the recruitment, hiring, training, and supervision of all staff including assistant professionals, outside assistants, and starters/rangers. Implements policies and procedures and regular scheduling of staff meetings. Oversees all golf services and operations, the rental and maintenance of golf cars, the reservation system, starting, and monitoring of play. Tracks and verifies all players and guests, golf cars, club care, handicap fees, and other charges necessary, and facilitate proper controls. Oversees the administration of the handicap program. Enforces all rules and regulations governing golf course usage. Develops and manages an innovative tournament program that services all customer segments. Develops and oversees the golf instruction and golfer development program for all customer segments. Oversees the operations of a well-managed practice facility. Maintains a close working relationship with the superintendent and other department heads. Assists in the marketing and promotion of new memberships/play. Assists in the preparation of budgets, including forecasting and review of all golf revenues and expenses on a daily, weekly, monthly, and annual basis. Maintains and oversees a profitable merchandise concession that is consistent with patron demographics and needs. Establishes sales goals and forecasts for all golf programs and services, monitor and analyze reports. Oversees all golf related purchasing. Implements cash and systems controls to ensure the safe keeping of assets, inventory, and resources. Oversees and approves all weekly golf staff timesheets/ payroll, purchase orders and invoices. Supervises monthly physical inventories and the display of merchandise. Assists in the development of necessary systems to safeguard inventories. Assists in the publication of newsletters, informational, and promotional materials. Compiles information from market competition for comparison studies to properly position the facility in the marketplace. Performs other related duties as assigned.

**Other Specifications:** Requires basic computer skills, including Microsoft Office, Outlook, and Golf Course Point of Sale System. This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**