



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARKS GOLF PROFESSIONAL

Job Number: 20000558

Job Code: 15410V250616

Job Group: 1500 - PARKS AND RECREATION

Job Established: 06/16/1982

Job Revised: 06/16/2025

Grade: 12 Salary (MIN - MID):

\$18,680-\$28,020 - Hourly

\$3,035.50-\$4,553.26 - 37.5 Hr. Monthly Salary

\$3,237.88-\$4,856.80 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 9 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages a golf shop operation at a state park. Responsible for the tee sheet for play which includes collection of fees, setting of rates, and promotion of tee times. Oversees golf course operations such as golf cart fleet, driving range, tournaments, lessons, inventory, and sales; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience as an Assistant Golf Professional or Head Golf Professional.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience as an Assistant Golf Professional or Head Golf Professional will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 20 years and one day of age at time of employment. Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must be a member of PGA of America in good standing. Must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of employment and maintain certification for the length of employment in this job classification. Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages the total operation of the golf shop. Responsible for the point of sale for golf play which includes reservations, collection of fees, setting of rates, promotion of tee times, and ordering and selling of food and merchandise. Oversees all aspects of the golf pro shop operations, such as, golf cart fleet, driving range, merchandise inventory/sales, special events, and tournaments. Manages a team of volunteers for outside services who protect the assets of golf cart fleets. Compiles history and future data to interpret patterns for maximizing the tee sheet. May supervise part-time and volunteer employees. Supervises and assists employees in the performance of their duties. Conducts training clinics for park guests and local players. Conducts golf tournaments for park and local guests. Sells merchandise in the golf shop, maintains displays/inventory, and accounts for daily receipts from golf shop and golf cart operations. Develops annual revenue and expense budgets for golf pro shop. Oversees and provides direction to the respective manager/employees on how to best achieve goals. Plans course utilization strategies based on operating performance, market analysis, both locally and regionally to achieve the maximum revenue potential.

UNIQUE PHYSICAL REQUIREMENTS:

Work is typically performed outdoors. Extensive contact with the public is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions for a specific position may be listed on the individual position description. May be exposed to sun, wind, cold, heat, humidity, and dust.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.