

The City of Renton is accepting applications for:

ASSISTANT GOLF PROFESSIONAL

2008 Salary Range: \$3,645 to \$4,442 per month

Date Opened: December 14 , 2007

Date Closed: January 11, 2008

APPLICATION PROCEDURE

To be considered for this position in the Community Services Department, complete and return a **City of Renton Application, Cover Letter** and a **Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of the Golf Professional and the Golf Course Manager, assist in planning, organizing and operating pro shop activities and operations; assist in long and short term course improvement and program planning; provide instruction through group seminars and clinics.

REPRESENTATIVE DUTIES

- Greet and welcome the golfing public; provide friendly service to guest.
- Promote the game of golf and the golf course facility.
- Order, price and display pro shop inventory; sell golf merchandise.
- Maintain the pro shop facility in a sound and attractive manner.
- Schedule, score and run golf tournaments.
- Monitor tee times and course play.
- Assist the Golf Professional in providing golf clinics and youth programs.
- In the absence of the Head Golf Professional, oversee golf shop activities.
- Assist the Golf Professional in hiring and managing golf shop staff including marshals and starters.
- Assist in training golf shop staff on department policies and procedures.
- Play the golf course to maintain a current knowledge of the course set-up and operations; maintain proficiency at the game of golf.
- Continue education through seminars and clinics to maintain a current knowledge of the business.
- Perform related duties as assigned.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

EDUCATION & EXPERIENCE REQUIREMENTS

Any combination equivalent to: graduation from high school and Class A PGA member in good standing or have completed Level 1 of PGA PGM Program with ability to obtain Class A PGA membership within four (4) years and two years golf shop experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license. Class A PGA certification or ability to obtain within four years.

WORKING CONDITIONS:

Work is performed in an office/shop environment, practice areas, and golf course.

SELECTION PROCEDURE

- Applicants whose experience and qualification most closely meet the requirements of the position as determined by the application and resume will be invited to participate in a competitive selection process consisting of an oral board interview weighed at 100% of the total score and a skills test utilized for advisory purposes only.
- A minimum score of 70% on the oral board exam is required for placement on the eligibility list, and will be active for a for a six-month period. Top candidates on this eligibility list may advance for further consideration.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-12/07/bcs.*