

**JOB VACANCY ANNOUNCEMENT
CITY OF HARLINGEN**

Job Title: Assistant Golf Professional
Department: Parks and Recreation
Opening Date: 06/19/2018

Pay Rate: DOQ
Job Status: Full Time
Closing Date: Open Until Filled

JOB SUMMARY:

The Assistant Golf Professional will assist the Head Golf Professional in the management of golf operations, including the pro shop, golf rentals and the driving range. Work involves independent decisions requiring technical knowledge, sound judgment and familiarity with City policies and golf industry standards. Though the more difficult technically oriented problems are referred to the Head Golf Professional, the Assistant Golf Professional is responsible for all shop activities in the supervisor's absence. Incumbent will make recommendations regarding shop operations and is responsible for preparing reports, merchandising, scheduling staff and collecting fees.

QUALIFICATIONS:

- Knowledge of Pro shop organization and management
- Knowledge of management and maintenance of golf cart and driving range operations
- Knowledge of cash handling procedures and internal control
- Mid-Level Associates Degree (A.A.) or equivalent from a two-year college or university or three years related experience or an equivalent combination of education and experience
- Valid Texas Driver's License
- Membership in the Professional Golf Association (PGA) preferred

PHYSICAL REQUIREMENTS:

The employee is regularly required to stand and walk. The specific vision abilities required by this job include ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Functional Assessment prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: www.myharlingen.us

THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER