Definition of Class
This is a supervisory position in which the incumbent is responsible for managing the day-to-day activities of the University Golf Pro Shop. The incumbent reports to the Assistant Director-University Golf Course.

Examples of Work Performed
Monitors budgets for the University Golf Pro Shop.

Meets regularly with area supervisors to review reports and discuss budget recommendations. Makes recommendations to management.

Prepares deposits of daily cash and credit card receipts for Pro Shop purchases and maintains reports. Prepares and reconciles daily sales reports and deposits.

Collects and documents all golf course revenues.

Performs daily inspections of the golf course to ensure proper conditions for golf. Monitors activities on the course to ensure golfers are complying with course rules and regulations.

Oversees scheduling of daily tee-times and starter activities.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises University Golf Pro Shop staff.
2. Monitors University Golf Pro Shop budgets and prepares deposits for daily receipts.
3. Manages daily activities of the University Golf Pro Shop.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s Degree from a college or university in a related field.

AND

Experience: Two (2) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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