

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GOLF STARTER SUPERVISOR

DEFINITION:

Under general supervision, to supervise and participate in the work of subordinates involved in operating a municipal golf course; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, trains, and participates in the work of subordinates who register players and assign player starting order on a golf course; collect greens fees; verify, track and balance monies collected for fees against register tapes and other fee collection tracking forms; organize golfers into playing groups; make arrangements for timely spacing; and take reservations;
- Answers questions concerning the golf course and golfing arrangements;
- Plans, schedules and coordinates golf activities and tournaments;
- Maintains records, prepares reports, and accounts for cash received;
- Interprets course rules, regulations, and golf etiquette to patrons.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience in golf course operation which includes determining and collecting greens fees; arranging starting order for players; providing information regarding golf course procedures, rules and regulations; closing-out and balancing a cash register; and patrolling a golf course; **OR** one year of experience as a Golf Starter with the City of San Diego. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.