

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE No. 2022-09**

**ORDINANCE CREATING NEW TITLE AND UPDATING JOB  
DESCRIPTION AND SALARY SCALE**

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**Section 1. Purpose & Authority.** Pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165, the Borough of Paramus hereby adds one new title to the PEA Collective Bargaining Unit and updates the job description.

**Section 2. New Title:** The following title is hereby created:

**HEAD GOLF PROFESSIONAL**

**Section 3. Job Description.** The job description for the following title is hereby created. The description shall be kept on file with the Borough Clerk as an appendix to this ordinance.

**Salary Scale as Follows:**

<b>2022</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
	<b>\$ 45,000.00</b>	<b>\$48,333.33</b>	<b>\$51,666.67</b>	<b>\$55,000.00</b>	<b>\$58,333.33</b>
	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
	<b>\$61,666.67</b>	<b>\$65,000.00</b>	<b>\$68,333.00</b>	<b>\$71,667.00</b>	<b>\$75,000.00</b>

**Section 4. No New Rights/No Vacancies.** Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

**Section 5. Repealer.** All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

**Section 6. Savings and Construction.** This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

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**Section 7. Codification.** This ordinance shall be codified as an amendment to the salary ordinance and other chapters of the Borough Code, where necessary. The appendix to this ordinance shall not be codified but shall be available for inspection.

**Section 8. Effective Date.** This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

**Attest:**

**Approved:**



**ANNEMARIE KRUSZNIS, RMC  
Borough Clerk**



**RICHARD A. LABARBIERA  
Mayor**

**Introduced: March 8, 2022  
Final: April 19, 2022**

## HEAD GOLF PROFESSIONAL

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**DEFINITION:** The Head Golf Professional will work within the stated guidelines of the Borough of Paramus Golf Course in planning, organizing, budgeting, promoting, conducting, scheduling, and developing golf instructional programs that meet membership and non-membership needs. The Head Golf Professional must have extensive experience in golf instruction and player development programs for all customer segments. Additional requirements include expertise in golf school, golf clinic administration and pro shop operations.

**EXAMPLES OF WORK:** All duties performed on the job may not be listed and may be modified from time to time as necessary to meet the needs of the Paramus Golf Course operation.

### **RESPONSIBILITIES:**

- Design, schedule, maintain and supervise all instructional programs and assure quality service and instructional experiences working with the General Manager, Assistant General Manager and Golf Professional staff. Oversee a fully accountable lesson program.
- Assist in scheduling, training and supervising pro shop staff including all cashiers, starters, rangers and cart staff.
- Create a player development program to foster a competitive environment, and provide career guidance for aspiring youth.
- Work with the Paramus School District providing youth instructions at various Paramus Borough owned facilities.
- Represent the Golf Department at all tournaments and outings at the golf course. Score all tournaments and outings.

- **Responsible for the management of the Golf Range and rental clubs.**
- **Communicate with the pro shop staff concerning the management of the driving range, chipping areas and other areas of the practice facility.**
- **Train Golf Interns and Apprentices in golf instruction and the management of programs to include clinics, juniors, group, private lessons, and special population lessons.**

#### **JOB REQUIREMENTS:**

- **College degree**
- **PGA/LPGA Profession Certification completion required.**
- **Experience with tee sheets, inventory systems and pos systems.**
- **Ability to multitask in a high-volume atmosphere.**

#### **EDUCATIONAL REQUIRMENTS:**

- **Bachelor's degree from a four-year college or university preferred and/or equivalent combination of experience and education.**
- **Experience as a Head Golf Professional of Instruction or Lead Instructor at a recognized golf club or learning facility.**
- **A member in good standing with the PGA of America and/or LPGA.**

#### **ESSENTIAL FUNCTIONS:**

- **Oversee and direct the entire golf instruction program and player development.**
- **Conduct goif instruction through multiple programs such as individual lessons, group lessons, golf schools, demonstration clinics and junior golf.**
- **Recruit, mentor and train Golf Professionals on instruction and teaching philosophies to maintain consistency throughout the instructional programs.**
- **Provide a detailed and accurate schedule of all instructional programs.**
- **Publish articles and promotional pieces pertaining to golf instruction that can be distributed to the registered members.**

- **Attend meetings scheduled by the management team - General Manager/ Superintendent and Assistant General Manager.**
- **Provide summaries of weekly lessons and billings.**
- **Provide budget input regarding the instructional program's revenue and expenses.**
- **Assist in maintaining attendance of all pro shop staff.**
- **Promote goodwill and exceptional service to members and guests.**
- **Promote teamwork, professionalism and camaraderie towards all employees.**
- **Play in PGA Sectional events.**
- **Create and deliver golf instructional programs that excite and intrigue golfers of all ages, helping them develop skills that increase their enjoyment of the game of golf.**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- **Experience in developing programs reaching all aspects of golfers and player development.**
- **Fundamental knowledge of the game of golf, rules of golf, golf instruction and teaching methodology.**
- **Proficient in marking the golf course hazards, out of bounds etc.**
- **Proficient in all aspects of golf club fitting and golf club technology.**
- **Strong organizational, planning and prioritization skills.**
- **Attend conferences, workshops, meetings and trade shows to keep current on trends in the industry.**
- **Maintain a high level of knowledge as it relates to product awareness.**
- **Positive attitude with a focus on providing outstanding member service.**
- **Self-motivated with a desire to promote and market.**
- **Uphold strong personal and professional values.**
- **Excellent communication and diplomatic skills, effective with members and employees.**
- **Positive attitude with a focus on providing outstanding customer service.**
- **Able to work independently and as a team member to meet objectives.**

- **Familiar with Microsoft Office products: Excel, Word, Power Point, Outlook.**

### **BENEFITS:**

- **Municipal benefit included in the PEA contract that include Pension, Health, Dental, Vision and Prescription plans.**
- **Vacation, sick time and personal days as indicated in the contract.**
- **This is a full-time year-round position.**

### **LICENSE:**

- **Will be required to possess a driver's license valid in the state of New Jersey.**

### **PAY:**

**The base pay for 2022 is \$45,000 as per the PEA Union contract.**

**The golf lesson fees will be split with the Borough of Paramus at 50%. Lesson rates for this position for 2022 are: Adult- \$130 per hour, 6 pack lessons \$720. One-hour Junior \$120, 6 pack \$660. Junior golf camp is \$450 per golfer. One-hour group clinic is \$50 per person (minimum 4). All lessons scheduled by the Head Golf Professional, that are given by a PGA apprentice or intern working or under the Head Golf Professional, the Head Golf Professional, shall receive 10% of the lesson income and the instructor will receive 40% of the lesson income. The remaining 50% of the lesson income is for the Borough of Paramus.**

**All lessons must be paid for as they occur and must be given by the end of the calendar year. No lessons are to be carried over to the next year. All lessons must be accounted for.**

**The Head Golf Professional during Summer Camps may instruct during the scheduled camp hours. The income from golf camp is allocated at 20% for the Head Golf Professional and 80% for the Borough.**

**All rates are subject to change on a yearly basis as recommended to the Mayor and Council by the Golf Commission, General Manager/Superintendent and Head Golf Professional.**