

# CITY OF PINE BLUFF

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## DEPARTMENT OF HUMAN RESOURCES

### JOB ANNOUNCEMENT

**JOB TITLE: PRO SHOP MANAGER**

<b>Department:</b> Parks and Recreation	<b>Status:</b> Part-Time
<b>Hourly Salary:</b> \$16.84	<b>Available Positions:</b> 1

**Application Process:**

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at [www.cityofpinebluff-ar.gov/human-resources](http://www.cityofpinebluff-ar.gov/human-resources)

**CLOSING DATE:**

**4/17/25**

<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870)730-2038 <b>FAX</b> (870)730-2157 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>
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**ESSENTIAL JOB FUNCTIONS:** The Pro Shop Manager is responsible for the day-to-day operations of the pro shop, such as ringing up green fees, renting golf carts, and taking tee times. The Pro Shop Manager is also responsible for all aspects of inventory control and all other duties assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:** High school diploma or GED, plus specialized training and one year of related experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.