

# Job Posting Preview

**Requisition ID:** 36000428-51191244-20100719091505

**Working Title:** FIELD SALES MANAGER

**Broadband Class Level:** FIELD SALES MANAGER

**Position Number:** 36000428

**Job Classification:** Lottery Exempt

**Broadband/Class Code:** 316713

**Location:** TAMPA

**Annual Salary Range:** \$35,638.08 - \$62,549.04

**Announcement Type:** Open Competitive

**Facility:**

**Synopsis:** LOT #36000428 – FIELD SALES MANAGER – TAMPA - HILLSBOROUGH

**Agency:** LOT - Lottery

**Pay Grade/Pay Band:** 31019

**Activation Date:** 7/22/2010

**Closing Date:** 8/05/2010

**County:** Hillsborough County

**Category:** Sales and Marketing

**ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 1-888-403-2110. IF AN APPLICATION IS FAXED, YOU MUST CALL THE PEOPLE FIRST SERVICE CENTER TO RESPOND TO THE QUALIFYING QUESTIONS BEFORE THE POSITION ADVERTISEMENT CLOSING DATE. RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED TO BE CONSIDERED FOR THIS POSITION. ANSWERS TO THE QUALIFYING QUESTIONS MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION.**

**THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS' AND SPOUSES OF VETERANS' MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY.**

**WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS**

## General Description

Positions allocated to this class are assigned to District Sales Offices around the state and report directly to the District Manager. The primary responsibility is to assist District Managers in achieving the District's sales goals by fulfilling a multi-faceted professional sales and sales management role within the organization, including the supervision of assigned Sales Representatives. Incumbents are also responsible for interacting with small corporate accounts within the assigned district to build partnerships and to improve the sales volume for this type of account statewide.

**Examples of Work Performed** (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assists the District Manager in setting sales goals for territories within the district and by planning and coordinating sales activities for the district sales force.

Assists the District Manager in preparing sales and management reports.

Supervises and evaluates the work of assigned sales staff. Effectively recommends work schedules, work assignments, disciplinary actions, and other personnel actions. Supervises the sales staff in the absence of the District Manager.

Assists District Manager in planning, coordinating, and directing the activities of district sales personnel to achieve established sales goals and objectives. Develops new and innovative approaches for marketing Lottery products. Recommends promotional activities to increase sales of instant tickets and other Lottery products.

Prepares or supervises the preparation of reports to provide management with information regarding instant ticket sales, retailer recruitment and retention, settlements, operational costs, and compiles marketing surveys. Reviews and approves the daily activity reports, fleet vehicle reports, and timesheets prepared by Sales Representatives.

Provides assistance to Sales Representatives encountering unusual or difficult sales or accountability problems. Ensures that settlement and collection processes are handled in accordance with established policies and procedures.

Develops and maintains close working relation with small corporate partners within the assigned district.

Provide small corporate partners with "one stop" communications and a liaison link between corporate management and all Lottery agencies. Coordinate and provide a communications link with Retailer Contracting, Games Administration, other District Offices, as well as other concerned Lottery offices.

Schedules regular visits with assigned small corporate accounts to develop and present sales presentations, to introduce new product information, review sales goals and quotas, recommend changes for improvement when appropriate, and to initiate special promotions or demonstrations to increase interest in product sales.

Identifies and explores promotional and marketing opportunities within the district.

Performs professional sales and marketing work throughout the assigned district by working with and providing services to high profile or high volume retailer accounts as specifically identified and assigned by the District Manager.

Actively recruits new and potential retail accounts throughout the assigned district.

Plans and participates in promotional events for retailer locations and Lottery sponsored community and special events.

Documents actions taken to improve the sales performance of marginal retailer accounts.

Assists selected retailers with the application process to renew contracts with the Department and serves as liaison between the retailer, the District Office, and the Office of Retailer Contracts to ensure that paperwork is properly prepared and submitted in a timely manner.

Explains Lottery policies and procedures to Lottery retailers, potential retailers, and others as appropriate.

Works with Sales Representatives to assist them in improving sales.

Provides coverage in various sales territories when there are vacancies within the district sales force.

Provides coverage in various sales territories when vacations and leaves of absence are approved for Sales Representatives.

Operates a motor vehicle as required to fulfill the duties of the position, which may include overnight trips.

**Knowledge, Skills, and Abilities** (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

Knowledge of the methods and techniques of promoting merchandise.

Knowledge of public relations principles and practices.

Knowledge of principles and techniques of effective communication.

Knowledge of program planning and evaluation techniques.

Ability to plan, organize, and coordinate work assignments.

Ability to provide technical assistance and advice to business groups.

Ability to review and evaluate economic and business development data.

Ability to plan and coordinate promotional activities.

Ability to analyze inventories and develop marketing strategies.

Ability to present information in a concise and organized manner.

Ability to establish and maintain effective working relationships with others.

Ability to work independently.

Ability to design and develop promotional and incentive programs.

Ability to communicate effectively verbally and in writing.

Ability to set-up and breakdown promotional props, display items, and equipment, weighing up to 50 pounds.

Ability to travel as required by the position, which may require operating a motor vehicle and overnight travel.

## **Minimum Qualifications**

A bachelors degree from an accredited college or university and three (3) years of professional sales or sales management experience.

A master's degree from an accredited college or university in Business Administration, Marketing, Communications, or a closely related field of study can be substituted for one (1) year of the required work experience.

Professional or nonprofessional experience as described above can substitute for the required college education.

Combinations of college course work and experience as described above may be substituted for the required college education. College coursework will be considered the equivalent to experience at the rate of 30-semester or 45-quarter hours on a year for year basis. A maximum of three (3) years of college coursework may be substituted.

\*\*Additionally, anyone assigned to this class must possess and maintain a valid driver's license.