

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV18555
Job Class Code:	560	Salary Schedule:	AREG
EEO Category:	02	Grade:	16
Workers Comp Code:	8810		

Job Code Established:	04/22/75	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Industrial Enterprises, Retail Sales and Related Series

JOB CODE TITLE: INDUSTRIAL PRODUCTS SALES REPRESENTATIVE

HRIS TITLE: IND PRODS SALES REPRESENTATIVE

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for developing contracts and conducting a wholesale and retail sales program for products manufactured by rehabilitation and sheltered workshop programs; and performs related work as required.

EXAMPLES OF DUTIES: In consultation with superior, secures contract and subcontract work within shop capability for a rehabilitation or sheltered workshop program; develops contracts, writes bids, determines costs and delivery dates; prices products manufactured by plant employing handicapped persons; visits established accounts and develops new wholesale and retail outlets for products; promotes products through new releases, television and radio spot announcements and through individual retail sales promotions; supervises other sales personnel when assigned such as telephone solicitors, sales representatives and delivery people; keeps statistical and graphic sales information; makes sales forecasts, designs packaging and suggests new products for manufacture.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Industrial and business practices; marketing and sales techniques; wholesale and retail sales practices; the problems of handicapped persons.

Skill/Ability to: develop contracts and carry out an effective sales program; establish and maintain effective relations with others; speak and write effectively.