

RANGE N05

**JTC NO. CY8
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Account Sales Representative

DATE PREPARED: Fall 2008

DATE REVISED: Spring 2009; Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for developing, managing, supporting and coordinating solutions sales with area businesses, corporations, and community partners to meet departmental outreach and sales goals.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Identifies potential prospects and convert into sales and profit.
- Responsible for business development, new accounts and business support.
- Develops and executes strategies to achieve revenue goals that reflect an understanding of market conditions and trends. Employs territory analysis and targeted sales and marketing research to identify top prospects.
- Addresses customer service issues in the field by managing customer expectations and coordinating with sales team.
- Promotes training and negotiates sales contracts to achieve assigned sales revenue goals. Enhances customer satisfaction by developing rapport with key decision makers and end users at job sites.
- Initiate, develop, maintain and expand relationships with partners through communication, preparation of proposals, budget development, project monitoring, feedback and recognition.
- Develops and provides partnership information and opportunities.
- Interprets feasibility of relationships; communicates fiscal and legal responsibilities to director and related district personnel; establishes project budgets and requirements.
- Represents the District at various meetings and may be required to make formal presentations.
- Implements sales strategies for new clients.

Accounts Sales Representative
Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Manages central file of initiated partner agreements, contracts, regulations and related documents.

- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Ability to lift and carry moderately heavy materials weighing up to 30 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus four years of sales experience **or** Associate's degree plus six years of sales experience. Ability to develop contracts, sponsorships, partnerships to include research, management and monitoring and reporting of partnership contracts. Advanced knowledge of computer technology to access data, maintain records, generates reports and communicates with others. Excellent verbal and written communication skills to communicate effectively with individuals from diverse backgrounds both from within the District and external organizations. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 10/19/08
revised: 04/2009 – adhoc –msv
revised: 08/2012 – emm
revised: 04/2015 - emm
revised: 12/2016 - emm
ADA/tmm 04.01.19