

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LOTTERY REGIONAL SALES MANAGER

JOB DESCRIPTION

Employees in this job serve as managers directing the work of Lottery District Sales Representatives. The employee, in a supervisory capacity under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the policies, procedures, and regulations of professional sales methods and techniques, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Lottery Regional Sales Manager-2

Lottery Regional Sales Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title – Lottery Regional Sales Manager-3

Lottery Regional Sales Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Lottery Regional Sales Manager-4

Lottery Regional Sales Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Maintains contact with retail and chain store management to obtain current information regarding market conditions.

Acts as liaison between retail agents and lottery management to resolve problems and respond to inquiries.

Ensures timely execution of sales plans and incentive programs.

Participates in promotional campaign development to improve lottery sales.

Recommends promotional activities specific to individual retailers' needs.

Conducts analysis of market conditions and determines strategies to improve sales.

Directs and participates in the research and analysis of sales and marketing strategies.

Establishes operating procedures applicable to the sales and marketing area.

Develops and maintains forms used to document and review sales transactions.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of sales and marketing procedures and practices.

Thorough knowledge of the principles and practices of market structure analysis.

Thorough knowledge of laws, rules, and regulations relative to issuance and sale of lottery tickets.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making management decisions.

Ability to supervise sales and marketing work involving reviews and evaluation, program development, and program planning and implementation.

Ability to quickly interpret sales data and recommend proper courses of action.

Ability to collect and interpret information and prepare concise reports.

Ability to maintain favorable public relations.

Ability to communicate effectively.

Ability to work under rigid time deadlines.

Working Conditions

Some jobs require an employee to travel.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

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Experience

Four years of consumer product sales or management experience in retail operations, including two years equivalent to a Lottery District Sales Representative P11 or one year equivalent to a Lottery District Sales Representative 12.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LOTSLSMGR

Job Code Description

Lottery Regional Sales Manager

Position Title

Lottery Regional Sales Manager-2

Lottery Regional Sales Manager-3

Lottery Regional Sales Manager-4

Position Code

LOTTMGR2

LOTTMGR3

LOTTMGR4

Pay Schedule

NERE-182

NERE-186

NERE-188

ECP Group 3
Revised 6/1/06
TeamLeaders