Classification: District Sales Supervisor

Working Title: District Sales Supervisor (DSS)

Position Number: 358-743-2048-001

Division/Unit: Sales

Assigned Headquarters: San Diego District Office

Position Eligible for Telework (Yes/No)**: No**

Job Description Summary

Under the direction of the Lottery Sales Manager (LSM), the District Sales Supervisor (DSS) is responsible for supervising a group of District Sales Representatives (DSR) and assist the LSM in the efficient implementation of all Lottery sales, marketing, and merchandising programs.

Job Description

40% (Essential) - Supervise a staff of DSRs. Perform supervisory duties including recruitment, selection, training and performing evaluation in the areas of selling and promotional techniques.

30% (Essential) - Monitor assigned DSR territories, including but not limited to inspection and coordination of Point of Sale (POS) material, effectiveness, quantity, and condition. Interact with Lottery retailers and provide coaching of DSR staff on effective business review, identifying opportunities for retailer growth, inventory management, and lead generation for recruitment of new business.

20% (Essential) - Assist in the operation of the District Office by directing and coordinating field staff, establishing work priorities, preparing correspondence and reports, monitoring of sales quotas, acting as a local district lottery spokesperson, making presentations, and coordinating special projects as assigned by the LSM.

5% (Marginal) – Provides backup assistance to the LSM in their absence and other duties as assigned by the LSM including assistance with coverage as needed for the Route sales program.

5% (Marginal) - Performs other job-related duties as required to include processing claims and the payment of prizes as a backup for the Supervising Program Technician II.

Scope and Impact

a. Consequence of Error: The DSS is the first line supervisor / leader of the field sales team. The impact to the department if these duties are not performed would be in significant drop in sales and contributions to education.
b. Administrative Responsibility: Documentation of field sales direction and results. Oversight of field sales activities to grow retailer sales volume. Other administrative activities to support achievement of field staff goals.

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c. Supervision Exercised and Received: The DSS receives direction form the LSM. The DSS directly supervises a group of DSRs. In the absence of the LSM, the DSS may provide direction to the District Office staff, which includes the Office Technician (OT), Program Technician (PT), and Warehouse Worker (WW).
d. Personal Contacts: In addition to daily contact with district staff and retailers, occasional contact with managers and supervisors from other districts, Key Account Specialists, Key Account Manager, Chief of District Sales, and Assistant Deputy Director of Sales. The Supervisor may occasionally represent the Lottery before corporate (key account) executives, consumer advocacy groups, retailer advisory groups, educator groups, media, and members of the public, to provide/exchange information or resolve problems.

Physical and Environmental Demands

Demonstrate physical strength and dexterity necessary to perform the essential duties of the position. Lift and/or carry up to 30 lbs., push/pull (Weight up to 50 lbs.). Constantly operates a Lottery-assigned vehicle. Prolonged sitting in car. Ability to move in and out of vehicle and retail stores. May need to bend, stretch, and reach.

Working Conditions and Requirements

a. Schedule: Work independently. This position performs work primarily in the field and occasionally works in an office environment.
b. Travel: Must be able to travel by car and safely operate a vehicle. Travel and drive time between retailers can range from 60 to 80% of the day. Periodic statewide travel for leadership meetings and training.
c. Other: Constantly works in outdoor weather conditions.

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature	**Printed Name**	**Date**

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	**Printed Name**	**Date**

Data Classification: Sensitive