

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. LOTSREPE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency BUREAU OF STATE LOTTERY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Bureau of State Lottery
4. Civil Service Position Code Description LOTTERY DIST SALES REP-E	10. Division Sales
5. Working Title (What the agency calls the position) District Sales Rep	11. Section
6. Name and Position Code Description of Direct Supervisor BRIAN JAY; STATE ADMINISTRATIVE MANAGER 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor LEROY STRONG; STATE DIVISION ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work Home Office - Works in Assigned District / M-F; 7:45 am - 4:45 pm
14. General Summary of Function/Purpose of Position <p>The District Sales Representative is the Bureau's primary field representative assigned to a specific geographical area of the state. The major responsibility is to promote lottery sales through direct contact with retailers to maximize state revenue for the State School Aid Fund.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 75

Conduct regular sales calls to lottery retailers within the district.

Individual tasks related to the duty:

- Advise retailers on effective use of point-of-sale materials which support statewide sales programs and/or specific products.
- Evaluate instant ticket inventory and plan orders with retailer
- Solicit special sales programs
- Inform retailers of current and upcoming lottery programs, promotions, and events.
- Keep retailer informed on their quarterly sales progress for inclusion in the Lottery's retailer bonus commission program
- Keep retailer informed of lottery policies and procedures that affect retailers.
- Record sales calls and any retailers notes in Lottery's Orderpad system (sales software program).
- Answer retailer questions.

Duty 2

General Summary:

Percentage: 15

Conduct specially assigned sales calls to retailers as directed by the Deputy Commissioner of Sales, the Zone Manager(s), or the State Administrative Manager-1.

Individual tasks related to the duty:

- New retailer start-up
- Change of ownership assistance
- Special retailer training
- Special promotion compliance checks
- Prospective new retailer solicitation
- Specific calls as assigned

Duty 3

General Summary:

Percentage: 10

Administrative duties

Individual tasks related to the duty:

- Prepare and submit reports such as: Call Report, Inventory Report, Monthly Activity Report, and other reports as may be directed by the Deputy Commissioner of Sales, the Zone Manager(s), or the State Administrative Manager-1.
- Maintain adequate traveling inventory of point-of-sale, informational brochures, and other product related materials. Pick-up these items as appropriate.
- Using GEM system, review sales reports and other reports in order to analyze and plan retailer sales strategies.
- Participate in sales meetings and other lottery activities as directed by the Deputy Commissioner of Sales, the Zone Manager(s), or the State Administrative Manager-1.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Incumbent is required to make independent decisions on a daily basis when reacting to constantly changing retail, market and service conditions.

17. Describe the types of decisions that require the supervisor's review.

Those that can dramatically affect sales and those which can seriously affect the integrity and credibility of the bureau.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Significant amount of time is spent sitting, driving and getting in and out of car. Also involves walking in and out of retailers' locations. This position also requires working in inclement weather conditions and lifting up to 25 pounds of lottery promotional materials.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply).

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Must be able to promote the sale of Lottery products through our retailer network by making scheduled sales calls, use the Lottery's GEM sales software program, training, motivating and working with the retailers to maximize sales. Driving and attendance are also essential duties of this position.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The function of the Sales Division is to maximize state revenue for the State School Aid Fund through the sale of lottery products. This position is responsible for promoting lottery sales through direct contact with retailers, promoting Michigan Lottery products and servicing their needs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Lottery District Sales Representative 10

One year of professional consumer product sales or management experience in retail operations or management experience in a Class C licensed establishment (restaurant/bar).

Lottery District Sales Representative P11

Two years of professional consumer product sales or management experience in retail operations or management experience in a Class C licensed establishment (restaurant/bar), including one year equivalent to a Lottery District Sales Representative 10.

Alternate Education and Experience

Lottery District Sales Representative 10

Five years of consumer product sales or management experience in retail operations may be substituted for the education and experience requirements.

Lottery District Sales Representative P11

Six years of consumer product sales or management experience in retail operations, including one year equivalent to a Lottery District Sales Representative 10 may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate and utilize sales computer software programs. Ability to work with a wide variety of people and retailers in a usual sales atmosphere as well as in stressful and difficult circumstances while maintaining the integrity of the Lottery.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

Appointing Authority _____

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date