

Convention Center Authority

Position Title:

Sales Manager

Position #:	06763
Salary Grade:	
Effective Date:	7/1/2006
Revision Date:	

<input checked="" type="checkbox"/>	Exempt
<input type="checkbox"/>	Non-Exempt

<input checked="" type="checkbox"/>	Full-Time
<input type="checkbox"/>	Part-Time
<input type="checkbox"/>	Seasonal

Indicate Employee Type

<input type="radio"/>	Administration
<input checked="" type="radio"/>	Sales/Marketing
<input type="radio"/>	Event & Guest Services
<input type="radio"/>	Operations
<input type="radio"/>	Finance & Administration
<input type="radio"/>	Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Vice President of Sales & Marketing, is responsible for the selling of meeting space and related ancillary revenues including food and beverage to the national, regional, and local convention, tradeshow, and meetings market. Travel is required along with the insight and the understanding of the meeting and convention/hospitality industry and meeting quotas/deadlines is required. Weekly, monthly & quarterly production/reporting accountability is a major component of the job.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.

RESPONSIBILITIES/DUTIES	
1.	Sales of Music City Center and Nashville Convention Center i.e. meeting sales goals, prospecting, telephone solicitation, customer research, etc.
2.	Travel and maintain customer relations in each individual sales territory
3.	Maintain accurate and timely departmental reports as required
4.	Prepare proposals general customer correspondence and maintain sales files
5.	Inside and outside meetings as required along with departmental programs
6.	
7.	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <i>(Minimum Required)</i>	<input type="checkbox"/> H.S. Diploma or GED preferred	<input checked="" type="checkbox"/>	Bachelor's Degree preferred
	<input type="checkbox"/> Vocational or Technical School required	<input checked="" type="checkbox"/>	Education/Experience Equivalent
	<input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/>	Other:

Minimum Experience <i>(Minimum Required)</i>	<input type="checkbox"/> None	Impact On Budget	<input type="checkbox"/> Contributory
	<input type="checkbox"/> One to three years		<input checked="" type="checkbox"/> Direct
	<input checked="" type="checkbox"/> Three to five years		<input type="checkbox"/> Other:
	<input type="checkbox"/> Other:		

Decision Making <i>(level of direction & supervision)</i>	<input type="checkbox"/> Little independent judgment required
	<input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines
	<input type="checkbox"/> Establish Policy & Procedures
	<input type="checkbox"/> Other:

Problem Solving <i>(Typical level encountered over extensive period of time)</i>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor
	<input checked="" type="checkbox"/> Choices defined in standard work procedures/policies
	<input checked="" type="checkbox"/> Methods chosen before in similar situations
	<input checked="" type="checkbox"/> Identification and analysis of diverse problems
	<input checked="" type="checkbox"/> Complex, varied and only mildly related to those seen before
	<input checked="" type="checkbox"/> Requires understanding/evaluation of impact upon the CCA
	<input type="checkbox"/> Other:

External Contacts	<input type="checkbox"/> External communication is minimal
	<input checked="" type="checkbox"/> Regular contact with general public
	<input type="checkbox"/> External contacts involving difficult formal negotiations
	<input checked="" type="checkbox"/> Effectively deal with diverse groups and organizations
	<input type="checkbox"/> Other:

Supervisory Responsibility <i>(Typical level encountered over extensive period of time)</i>	<input checked="" type="checkbox"/> None
	<input type="checkbox"/> Authority limited to direction of temporary employees only
	<input type="checkbox"/> Orient/train others; may act in a lead capacity
	<input type="checkbox"/> Provide leadership/direction to staff on event related issues
	<input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/> Overall responsibility to provide direction and guidance
	<input type="checkbox"/> Other:
	Number of Direct Reports: 0

Job-Related Knowledge <i>(knowledge of...)</i>	<input checked="" type="checkbox"/> Basic skills in oral/written communication	<input type="checkbox"/> Microsoft Publisher
	<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> AutoCad
	<input checked="" type="checkbox"/> Microsoft Excel	<input checked="" type="checkbox"/> Financial Management
	<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Administrative principles/practices
	<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Computers
	<input checked="" type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Other:
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions		Physical Effort	
<input checked="" type="checkbox"/> Office, computer room	<input type="checkbox"/> High noise environment	<input checked="" type="checkbox"/> Typically sitting at a desk or table	<input type="checkbox"/> Lifting 11-25 lbs
<input checked="" type="checkbox"/> Service Areas	<input type="checkbox"/> High dust, dirt, grease environment	<input type="checkbox"/> Typically standing or walking	<input checked="" type="checkbox"/> Lifting 25 lbs or more
<input checked="" type="checkbox"/> Flexible work schedules	<input type="checkbox"/> Exposure to moving machinery	<input type="checkbox"/> Bending, crouching, stooping	<input type="checkbox"/> Using Power Tools
<input checked="" type="checkbox"/> Valid TN Driver's License	<input type="checkbox"/> Exposure to chemicals	<input type="checkbox"/> Running, climbing	<input type="checkbox"/> Using Pallet Jack
<input checked="" type="checkbox"/> Travel Required	<input checked="" type="checkbox"/> Outdoor exposure to weather	<input checked="" type="checkbox"/> Intermittently sitting/standing/walking	<input type="checkbox"/> Using Utility Carts
<input checked="" type="checkbox"/> Exposure to Customers	<input type="checkbox"/> Requires Pre-employment Physical	<input type="checkbox"/> Climbing ladders/scaffolds	<input type="checkbox"/> Using Forklift
		<input type="checkbox"/> Lifting 10 lbs or less	<input checked="" type="checkbox"/> Driving CCA Vehicle

Employee Print
Name/Date _____

Date: _____

I have read and understand the job requirements.

Employee's Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Employee
Department Director
Personnel File

For HR Use Only (Do not write below this line):