



**JOB INFORMATION**

|                         |                        |
|-------------------------|------------------------|
| Job Code                | EA37A                  |
| Job Description Title   | Sales Representative I |
| Pay Grade               | AS01                   |
| Range Minimum           | \$27,570               |
| 33rd %                  | \$30,790               |
| Range Midpoint          | \$32,400               |
| 67th %                  | \$34,010               |
| Range Maximum           | \$37,230               |
| Exemption Status        | Non-Exempt             |
| Approved Date:          | 1/1/1900 12:00:00 AM   |
| Legacy Date Last Edited | 2/22/2016              |

**JOB FAMILY AND FUNCTION**

|               |                                      |
|---------------|--------------------------------------|
| Job Family:   | Administration & Operational Support |
| Job Function: | Operational Support                  |

**JOB SUMMARY**

Responsible for the daily sales activities and operations of the facility.

**RESPONSIBILITIES**

- Processes daily sales and purchasing transactions; handles and reconciles the cash, checks and credit card documents; maintains customer files and prepares reports.
- Demonstrates products for customers and assists customers in product selection; informs patrons about current and future art exhibits.
- Maintains inventory and reorders stock and supplies.
- Plans and develops marketing programs, to include promotional events and special events.
- Maintains salesroom, equipment, and supplies, including but not limited to pricing and attractively displaying products.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---|

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

**MINIMUM EDUCATION & EXPERIENCE**

| Education Level | Focus of Education                |     | Years of Experience | Focus of Experience                         |  |
|-----------------|-----------------------------------|-----|---------------------|---|--|
| High School     | High School Diploma or equivalent | and | 0 years of          | Experience in sales and/or sales operations |  |

|   |     |
|---|-----|
| Substitutions Allowed for Experience  | Yes |
| <i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i> |     |

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of standard office functions.  
 Communicates with other is limited to exchange of routine information.

### MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                |            |                  |

### REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              |            | X          |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        |              | X          |            |        |
| Stooping/ Kneeling/ Crouching |       |        |              | X          |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

### WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.