



Job Description

Job Title: Account Sales Representative

JTC: CY8

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for developing, managing, supporting and coordinating solutions sales with area businesses, corporations, and community partners to meet departmental outreach and sales goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to develop contracts, sponsorships, and partnerships to include research, management and monitoring and reporting of partnership contracts. Ability to implement solutions for improvements that align with the day-to-day business needs. Knowledge of district policies/procedures and applicable local, state, and federal regulations.

Ability to analyze problem situations, identify feasible solutions, and present recommendations in a concise, logical and systematic manner-anticipating issues and the consequences of the decisions and actions.

Establish and maintain working relationships with a diverse, multicultural district-wide network and external constituents. Able to adapt to changing work environments, work priorities and organizational needs or improve and implement processes and procedures in order to meet objectives.

Demonstrated ability to make decisions confidently and wisely, after adequately considering various available courses of actions. Applies simple rules, common sense and past experiences to identify business issues. Strong time management skills with the ability to manage multiple assignments and projects meeting deadlines.

Advanced knowledge of computer technology to access data, maintain records and generates reports. Excellent verbal and written communication skills to communicate effectively with individuals from diverse backgrounds both from within the District and external organizations. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.



MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of sales experience. transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Identifies potential prospects and convert into sales and profit. Responsible for business development, new accounts and business support. Develops and executes strategies to achieve revenue goals that reflect an understanding of market conditions and trends. Implements sales strategies for new clients.

Employs territory analysis and targeted sales and marketing research to identify top prospects. Addresses customer service issues in the field by managing customer expectations and coordinating with sales team. Promotes training and negotiates sales contracts to achieve assigned sales revenue goals.

Enhances customer satisfaction by developing rapport with key decision makers and end users at job sites. Initiate, develop, maintain and expand relationships with partners through communication, preparation of proposals, budget development, project monitoring, feedback and recognition.

Develops and provides partnership information and opportunities. Interprets feasibility of relationships; communicates fiscal and legal responsibilities to director and related district personnel; establishes project budgets and requirements. Represents the District at various meetings and may be required to make formal presentations.

Manages central file of initiated partner agreements, contracts, regulations and related documents. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.