

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No, 98-29

For the purpose of approving a new personnel classification of Facility Services Sales Coordinator in the MERC non-represented, full-time classification plan.

Whereas, OCC has need of a sales position to promote and sell the services of the facility directly to attending exhibitors;

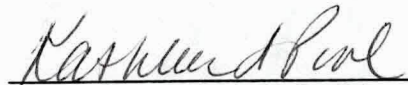
Whereas, any new classification added to the classification plan requires Commission approval,

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission approves the addition of a Facility Services Sales Coordinator classification, as described in the attached Exhibit A, to the MERC non-represented, full-time classification plan.


Passed by the Commission on June 10, 1998

APPROVED AS TO FORM:

Daniel B. Cooper, General Counsel


By: Kathleen Pool, Sr. Assist. Counsel


Chair


Secretary-Treasurer

Metropolitan Exposition-Recreation Commission

Job Code:

Title: Facility Services Sales Coordinator

Range: 039

Bargaining Unit: Non-represented

FLSA: Exempt

Established:

Revised:

EEO:

AA:

GENERAL STATEMENT OF DUTIES:

This position promotes and sells the services of a facility directly to attending exhibitors; provides a point of contact for exhibitors who are interested in purchasing additional services and assists exhibitors and show management during an event.

SUPERVISION RECEIVED:

Supervision is received from the Sales Manager

SUPERVISION EXERCISED:

None

EXAMPLES OF ESSENTIAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all of the specific tasks which an employee in this classification may be expected to perform.

- Contact exhibitors for upcoming shows and sell facility services to include audio visual, utilities, telephone, internet connections, food and beverage, business center services, shipping & receiving, security and labor services.

- Represent the facility to all exhibitors; answer questions and provide information regarding facility services; assist customers in finalizing service arrangements.
- Serve as liaison between Sales Department and other departments within the facility to facilitate and coordinate services to exhibitors.
- Enter sales data into computer databases and programs; develop and generate various reports for Sales Manager and Operations Department Managers.
- Participate in the preparation of billings and event settlements.
- May staff the Service Desk during events.
- Perform other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of operations, services and activities of the assigned facility.
- Knowledge of basic accounting principles.
- Knowledge of procedures, methods and techniques of marketing and sales.
- Knowledge of modern office methods, procedures and equipment.
- Knowledge of Windows 95 software applications.
- Ability to deal effectively with exhibitors.
- Ability to promote and sell facility services to exhibitors.
- Ability to prepare billings, correspondence and other documentation.
- Ability to maintain accurate financial records and produce reports.
- Ability to learn new computer reporting process and software applications.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work a varied schedule including nights and weekends.

EXPERIENCE AND TRAINING:

High school diploma, or GED, supplemented by college level course work in marketing, and two years of sales experience, preferably promoting facility services; or any combination of experience and training which provides the knowledge, skill and ability required for successful performance of the essential job duties.

MERC Staff Report

Agenda Item/Issues: Approval of an addition to the MERC non-represented, full-time classification plan.

Resolution No.: 98-29

Date: June 10, 1998

Presented By: Jeff Blosser

Background Analysis: OCC has need of a position which will promote and sell the services of the facility directly to attending exhibitors; which will provide a point of contact for exhibitors who are interested in purchasing additional services and which assists exhibitors and show management during an event. This classification differs from the current Sales Representative classification in that it promotes and sells "add-on" services to existing exhibitors rather than selling the use of the facility to potential clients and in that the proposed salary range of 39 is lower than the Sales Representative range of 47. An analysis of the proposed position classification specification (attached) has been performed by Human Resources and the position is recommended at salary range 39 on the MERC non-represented, full-time salary schedule (\$31,299 - \$39,923/annually) Commission approval is necessary to establish the Facility Services Sales Coordinator classification at salary range 39.

Fiscal Impact: Position was approved in the 1998-99 budget. Therefore, there is no fiscal impact.

Recommendation: Staff recommends the approval of the addition of Facility Services Sales Coordinator classification at salary range 39 of the MERC full-time, non-represented classification plan.