



## IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT

### **SALES MANAGER**

The CENTRE: Rolla's Health and Recreation Complex – City of Rolla, Missouri

**GRADE CLASSIFICATION:** 13-14 (Salary Range: \$39,803-57,985)

**FLSA:** Full-Time, Exempt

**EMPLOYEE BENEFITS:** Family health and dental insurance plan; life insurance; Custom Benefit Plan; ten (10) paid holidays; one (1) personal holiday and two (2) weeks vacation after first year of employment; LAGERS retirement program; and twelve (12) sick days a year.

**DESCRIPTION OF DUTIES:** Responsible for increasing membership sales, sponsorships, rentals and revenue streams at the Centre. Promote interest and coordinate information regarding corporate wellness initiative to area municipalities, school districts, university officials, civic and community service groups and other related agencies or organizations, and to the public. Make presentations to businesses, industries, governmental boards, staff, and supervisors to increase memberships. Make personal calls to school systems to expand rental opportunities. Do the same with organizations and clubs to expand rental of meeting rooms. Ensure the success of retention efforts of current members while also devising, implementing and maintaining efforts to attract new members through regular open houses, personal new member contacts and tours.

**EDUCATION:** Graduation from an accredited four-year college or university with a degree in advertising, public relations, marketing, sales or related field preferred. Five years related experience. Experience in sales of products, services and/or image required, membership sales desired. Supervisory experience preferred. An equivalent combination of education and experience that provide the knowledge, skills, and abilities will be considered.

**SPECIAL QUALIFICATIONS:** Understands the various steps and procedures in the sales process and the basic business concepts of sales, marketing, promotion, and public relations. Knowledge of supervisory methods and techniques; ability to organize and supervise staff. Experience with software or ability to grasp software concepts and details. Ability to establish and maintain effective working relationships with departmental staff, community organizations, and the public.

**PHYSICAL DEMANDS:** Employee is frequently required to sit, talk, and hear. Occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision and the ability to adjust focus.

**APPLICATION DEADLINE:** Applications accepted until position filled. Send resume to: Floyd Jernigan, Director, Parks and Recreation, City of Rolla, P.O. Box 979, Rolla, MO 65402. Resumes may also be e-mailed to [fjernigan@rollacity.org](mailto:fjernigan@rollacity.org). Application forms and full position descriptions are available at The CENTRE: Rolla's Health and Recreation Complex.

AN EQUAL OPPORTUNITY EMPLOYER  
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS