NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Sales Manager 1	CODE: 14131C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from district sales supervisor, manages operations in state liquor store having less than $200,000 in annual sales & supervises store personnel, or supervises personnel assigned to commissary in mental health or mental retardation/developmental disabilities institution (i.e., excluding Oakwood Forensic Center);

Note: Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, will all of preceding requiring independent judgment".

PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (90)	25-45	A - In Department of Liquor Control, manages liquor store operations in store having less than $200,000 in annual sales & supervises & schedules staff. B - In Mental Health or Mental Retardation/Developmental Disabilities institution (i.e., excluding Oakwood Forensic Center), manages commissary operations & supervises commissary employees & plans special sales.	Knowledge of (1) bookkeeping, (2) manpower planning, (3) supervision, (4) employee training & development, (5) security measures; ability to (6) deal with problems involving several variables within familiar context, (7) add, subtract, multiply & divide whole numbers, (8) complete routine forms, schedules & reports, (9) sort items into established categories, (10) establish friendly atmosphere as manager or supervisor of work unit.
2	38-48	Reviews sales & inventory to determine stock needs & orders stock; checks delivered stock to ensures order complies with invoice & determines condition; assists &/or supervises preparation of merchandise reports, recaps & daily operations data; prepares cash for & makes deposits; audits invoices before authorizing payment.	Knowledge of 1, 3, (11) inventory control; skill in (12) operating adding machine & cash register; ability to 6, 7, 8, 9, 10, (13) calculate fractions, decimals & percentages, (14) lift 50 pounds.
3	12-23	Renders courteous service to public & responds to customer complaints; assists patients when making purchases or fills ward orders on daily basis & operates cash register.	Knowledge of (15) public relations; skill in 12; ability to 6, 7, 8.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 3 courses in bookkeeping (or 3 mos. exp.); 300 hrs. training in supervision (or 3 mos. exp.); 1 course in inventory control (or 1 mo. exp.); 300 hrs. training in operating adding machine & calculator (or 3 mos. exp.); 100 hrs. training in employee training & development (or 1 mo. exp.); 100	TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	0-8	Maintains sanitation & orderly conditions in store/commissary; checks eligibility of permit holders to purchase liquor in combination or from wholesale store.	Ability to 6.

(91)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
hrs. training in security measures (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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