NEW AUG 0 2 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Sales Manager 2	CODE: 14132 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from business administrator or district sales supervisor, manages state liquor store having at least $200,00 to $749,999 in annual sales & supervises store personnel, or manages state liquor store having less than $200,000 in annual sales, supervises store personnel & acts as point of sale trainer, or supervises personnel & manages commissary operations at 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, with all of preceding requiring independent judgment".

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-32	A - In Department of Liquor Control, manages operations in state liquor store having at least $200,000 to $749,999 in annual sales & supervises store personnel, or manages operations of state liquor store having less than $200,000 in annual sales, supervises store personnel & acts as point of sale trainer for assigned geographic area (i.e., initially trains managers & store personnel in computerized cash register operations & procedures; assists in installation of point of sale equipment; recognizes & rectifies problems that may develop between existing procedures & computerized operations & procedures; performs minor mechanical maintenance of equipment; ensures compliance of store policies & procedures concerning point of sale operations; monitors daily activity of assigned stores concerning computerized operations, makes suggestions & corrections when necessary, provides additional training & technical advice as needed; acts a liaison between assigned stores & central office; assist in ensuring daily transmittal of all store activity concerning point of sale equipment; provides input on modifications on point of sale program). B - In Oakwood Forensic Center, supervises commissary employees	Knowledge of (1) bookkeeping, (2) manpower planning, (3) supervision, (4) employee training & development, (5) store security measures, (6) store management, (7) state laws governing sale of liquor*; skill in (8) operating cash register &/or computerized cash register; ability to (9) deal with problems involving several variables within familiar context, (10) add, subtract, multiply & divide whole numbers, (11) sort items into established categories, (12) establish friendly atmosphere as supervisor of work unit, (13) complete routine forms, schedules & reports. *Developed after employment

(92)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May be held financially responsible for cash shortages in state liquor store.	Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences plus: 3 courses in bookkeeping (or 3 mos. exp.); 300 hrs. training in manpower planning (or 3 mos. exp.); 300 hrs. training in supervision (or 3 mos. exp.) 300 hrs. training in employee training & development (or 3 mos. exp.); 3 courses in inventory control (or	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		& manages all commissary operations.	
2	49-59	Reviews sales, inventory &/or patients' diets to determine stock needs & orders stock; checks deliveries to ensure items agree with invoice & merchandise arrives in usable condition; prices items; prepares & maintains inventory reports; keeps records of patients' accounts & expenditures; verifies & validates bank deposits with daily sales transaction; prepares cash for & makes daily deposits; ensures that cashiers make proper & timely drops of money in safe.	Knowledge of 1, 3, (14) inventory control; skill in 8, (15) operation of calculator or adding machine; ability to 9, 10, 11, 12, 13, (16) lift 50 pounds.
3	7-13	Renders courteous service to customers & responds to customer complaints; assists patients in making purchases & operates cash register; maintains store & merchandise in clean & attractive manner.	Knowledge of (17) public relations; skill in 8; ability to 9, 10, 13.
4	0-18	Checks eligibility of permit holders to purchases liquor in combination or wholesale.	Knowledge of 7*; ability to 9.

(93)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
or 3 mos. exp.); 300 hrs. training in operation of cash register (or 3 mos. exp.) ; 1 course in store management (or 1 mo. exp.); 1 course in store security measures (or 1 mo. exp.); 100 hrs. training in use of calculator (or 1 mo. exp.) ; or equivalent. Note: all applicants applying for positions designated as Point of Sale Trainer must also have 300 hrs. training in operation of computerized cash register.