

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Corporate Account Supervisor

Department: Workforce Institute

Location: District Office

Date: 02/23/1999

POSITION PURPOSE

Under direct supervision of assigned administrator, market and sell training and other related services to corporations and government organizations. The Account Manager works with appropriate college personnel, district staff and clients to identify training and service needs and seeks to secure agreements with clients to provide training and services at agreed to prices. The position is self-supporting and requires achieving annual gross sales goals.

NATURE and SCOPE

This position is designated SUPERVISORY and responsibilities may include the direct and indirect supervision of full and part time classified staff.

KEY DUTIES and RESPONSIBILITIES

1. Identify and call on appropriate representatives of public and private organizations to inform them of contract services available through the Workforce Institute and assertively seek to secure agreements from such organizations to deliver training and other services.
2. Pursue sales leads obtained through a variety of sources in order to secure training/services agreements from new clients and engage in well organized "cold calling" to develop additional new clients and secure training and other services.
3. Identify the marketing requirements of various client groups or geographical areas and prepare marketing materials required including advertising and promotional materials.
4. Write training/services proposals to be submitted to current and prospective clients; monitor on-going training and services activities to insure program quality.
5. Maintain accurate records of activities to insure program quality, such records include but are not limited to: business expenses; sales call logs; written summaries following presentations and monthly or quarterly sales objectives reports.
6. Keep up-to-date as to knowledge of the business climate in the District including opening of new firms, information concerning economic development trends in the District and region and organizations in the area that can be of assistance in locating new clients.
7. Prepare and deliver informal and formal public speaking engagements with service clubs, Chamber of Commerce and professional associations.
8. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Research techniques to acquire information concerning the training and educational needs of business and industry firms in the area as well as public organizations such as cities, special districts and the county.

2. Techniques and strategies of marketing and direct sales to current and potential clients in order to secure agreements to provide training and services; innovative programs and services available from community colleges.
3. Essentials of making oral and written presentations to current and prospective clients in order to secure training/service agreements.
4. Training and educational needs of Bay Area companies.
5. Community colleges and contract education programs.

Skills and Abilities:

1. Make oral and written presentation to current and prospective clients.
2. Marketing the training and services available from the contract education program.
3. Operate computer software applications such as word processing, spreadsheets, databases, and contact management software.
4. Use a variety of procedures to close sales.
5. Manage projects with emphasis on effective cost controls and project outcomes.
6. Work in a team environment to reach program goals.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree from an accredited institution of higher education in Business, Marketing or related field, or an equivalent combination of education and experience, for which similar knowledge and abilities could be acquired.
3. Two years experience in business settings involving sales, marketing and training activities.

Licenses and Certificates:

1. Possession of a valid California Driver's License is required. Select person must be able to use his/her personal automobile to perform work-related duties.

Date Approved: 2/23/99

Revised April, 2009 to reflect title change.

Salary Range: S-144 (salary changed from flat rate to 144 effective 4/1/14)

EEO-Category: 2B2