



Job Description

POSITION TITLE: System Sales Specialist #2398
CodeStack
Office of The Superintendent

SALARY PLACEMENT: Classified Salary Schedule
Range 37

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Associate of Arts Degree with a concentration in computer-related technology and/or Business Administration; or equivalent experience in sales and support of web application systems. Three years of experience in sales lead generation, sales channel development, direct product sales, and support for web application systems, preferably with online education-related products or services.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess knowledge in methods and procedures of operating electronic computer equipment. Maintain current knowledge of technical aspects of product; principles of computer technology, various operating systems, basic diagnostic techniques, and procedures used in web applications support. Ability to communicate data processing procedures and requirements to users, and operate equipment properly and efficiently. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to generate and follow up on sales leads, including cold calls in various states. Knowledge of data log maintenance for the purpose of system documentation. Ability to conduct sales and training on and off-site as necessary. Out-of-state travel will be required as well as the ability to work outside of normal workdays and office hours to meet deadlines.

SUMMARY OF POSITION:

Under the general direction of the CodeStack Director and the System Lead, develop and maintain nationwide sales strategy including: generating lists of contacts and sales leads, providing direct sales, seeking and responding to RFP opportunities, making cold calls, giving sales presentations, developing sales material, attending national conferences, and providing support and training.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.

5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and timelines.
10. Prepare reports as needed for program.
11. Ability to perform arithmetic calculations with speed and accuracy.
12. Respond to user requests for assistance by addressing compatibility, system errors, and account setup and maintenance.
13. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.