

**GENERAL DESCRIPTION OF CLASS**

The REHABILITATION INDUSTRIES REPRESENTATIVE obtains production and service contracts to provide work and training opportunities for rehabilitation program clients.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

**1.Contracting**

Contact various industries locally, statewide, regionally, and nationally to secure prime and subcontract work. Identify potential new resources and develop new customers through marketing techniques. Assist with development of contracts for products needed by State agencies. Contact existing customers to maintain contracts and to gain new orders and act as liaison with other marketing representatives to secure work and share contracts.

**2.Public Relations and Marketing Support**

Develop a public relations/marketing plan. Attend business meetings and trade shows to promote the program and to market services. Provide written quotations on facility products and services to possible vendors and customers. Keeps log of sales contacts, potential customers, and other marketing activities. Respond to customer complaints.

**RELATIONSHIPS WITH OTHERS**

Employees in this class regularly contact representatives of businesses and members of the general public, either in-person or by telephone, to obtain and service contracts and to promote the Program.

**SUPERVISION RECEIVED**

Employees in this class receive general supervision from an administrative superior. Work is reviewed informally on a regular basis to discuss problems and to keep the Supervisor advised of progress and issues of concern. Work must comply with Federal, State, and agency rules, regulations, and policies.

**KNOWLEDGE AND SKILLS (KS)**

Extensive knowledge of business sales and contract principles and practices.  
General knowledge of mentally handicapped persons' vocational capabilities.  
Basic knowledge of the function of rehabilitation facilities.  
Basic knowledge of machinery and tools needed to complete a contract.  
Basic knowledge of worksite accommodations for the physically handicapped.  
Basic knowledge of the wood products industry (pallet manufacturing, etc.)  
Basic knowledge of the bench assembly industry (electronic, etc.)

Skill in selling and marketing.  
Skill in negotiating prices and specifications for products.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised 8/93