

**LOTTERY PROGRAMS SUPERVISOR****Nature of Work**

Under administrative direction, at the full-performance level, performs supervisory and administrative work in an organizational unit in West Virginia Lottery. Supervises the work of professional, clerical and support staff. Responsible for the planning, organizing, and leading a program of staff activities and the quality of services delivered. May involve travel including overnight stays. Performs related work as required.

**Examples of Work**

- Plans, supervises and coordinates the work activities in the area of assignment.
- Trains, directs, and evaluates work of staff; makes and reviews assignments; conducts interviews and recommends the selection of staff; determines need for training and staff development.
- Evaluates effectiveness of lottery program in the area of assignment.
- Ensures work activities are in compliance with applicable laws, rules, and regulations.
- Makes recommendation on procedures and policy changes.
- Explains programs and provides information to staff, managers, and the public.
- Participates in the development of budget requests.
- Attends meetings and seminars; may make presentations.
- Prepares reports and maintains records.

**Knowledge, Skills and Abilities**

- Knowledge of the principles and practices in the area of assignment.
- Knowledge of rules and regulations for the area of assignment.
- Knowledge of the objectives of the program area, its procedures, policies and guidelines.
- Ability to coordinate and evaluate program activities in the area of assignment.
- Ability to assign, review and evaluate the work of others.
- Ability to present ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with government official, employees, the public, and advocacy groups.

**LOTTERY PROGRAMS SUPERVISOR (CONT'D)**

**Minimum Qualifications**

TRAINING: Bachelors degree from an accredited four-year college or university.

SUBSTITUTION: Experience as described below may substitute for the training on a year-for-year basis.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience in the area of assignment, two of which must have been in an administrative or lead worker capacity.

SPECIAL REQUIREMENT: A valid West Virginia driver's license may be required.

**Area of Assignment**

Accounting, Auditing

Budget and Budget Planning

Business Administration

Marketing

Table Games

Video Lottery

Established: 5/17/07

Effective: 7/16/07