

LOTTERY PROGRAM SPECIALIST, SENIOR

NATURE OF WORK:

Under general supervision, performs advanced level professional work in the development and management of a significant program or operational area. Responsibilities may include planning, directing, and coordinating the program or operational area. Includes a broad scope of administrative oversight and responsibility for a major complex program and/or operational system. Supervises or acts as lead worker for other professional, paraprofessional and clerical support staff. May involve travel. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Lottery Program Specialist, Senior is distinguished from the Lottery Program Specialist by the broader scope of administrative oversight and responsibility for planning and operational aspects of a program area. This level functions in a regularly assigned lead or supervisory capacity over professional, paraprofessional and clerical classes.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Plans, directs and coordinates the program area such as telecommunications, analysis, testing and new game development related to telecommunications.

Supervises or leads professional, para-professional and support staff.

Effects or recommends operational changes to facilitate efficient and effective accomplishment of goals or delivery of service.

Represents the program in the area of assignment with the agency and outside entities to resolve problems.

Evaluates product offerings and solutions for telecommunication, satellite, and broadband systems.

Monitors and evaluates program and advises management accordingly.

Develops rules, policies, and standards regarding specific work projects.

Meets with vendors, contracted firms, retailers; has contacts with state officials, legislators, civic leaders, and other states' officials and staff.

Develops research, information, or training programs.

Prepares reports containing detailed information and graphs.

Consults with other program or technical area staff, supervisors, or managers concerning projects and priorities.

Reads, reviews, and responds to correspondence or distributes to appropriate staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of West Virginia Lottery Commission rules and regulations.

Knowledge of statistical analysis.

Knowledge of computer systems.

Ability to plan and direct the work of professional, para-professional and clerical employees.

Ability to establish and maintain effective working relationships with retailers, legislators and the general public.

Ability to create and deliver presentation of products and programs.

Ability to communicate effectively, both orally and in writing.

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LOTTERY PROGRAM SPECIALIST, SENIOR (CONT'D)

MINIMUM QUALIFICATIONS:

Training:

Bachelor's degree from a regionally accredited four-year college or university.

Substitution:

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

Experience:

Three years of full-time or part-time equivalent paid experience in telecommunications OR three years of full-time or equivalent part-time paid administrative experience with the West Virginia Lottery.

Special Requirements:

Possession of a valid West Virginia driver's license.

Established: 8/19/93

Revised: 12/9/94, 12/16/03, 8/31/09

Effective: 8/31/09