LOTTERY PROGRAMS MANAGER

Nature of Work
Under general direction, performs administrative and professional work at the full-performance level as a manager of an organizational unit in West Virginia Lottery. Responsibilities include planning, policy development, direction, coordination, and administration of the operation of a major program component in the area of lottery. Manages professional, paraprofessional and clerical support staff. May involve travel including overnight stays. Performs related work as required.

Examples of Work
Plans, organizes, implements and evaluates all work in the area of assignment.
Develops and implements policies and procedures in the area of assignment.
Supervises professional, technical and clerical staff; makes and reviews assignments; conducts interviews and recommends the selection of staff; determines need for training and staff development.
Interprets statutes, regulations and policies to staff, other managers, and the public.
Assists the Deputy Director with problem resolution through expertise, program and organization knowledge and management experience.
Coordinates the work of the section with other units, internal and external.
Evaluates the operations and procedures of the unit for efficiency and effective.
Assists with preparation and executive of program budgets.
Attends meetings and seminars representing the unit; makes presentations.

Knowledge, Skills and Abilities
Knowledge of the theories, principles and techniques of the area of assignment.
Knowledge of federal and state statutes, regulations and program standards in the area of assignment.
Knowledge of the objectives of the program area, its procedures, policies and guidelines and their relationship to the rest of the agency and other entities.
Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting.
Ability to plan, direct, coordinate and evaluate program activities in the area of assignment.
Knowledge, Skills and Abilities (cont’d)
Ability to direct and supervise the work of others.
Ability to present ideas effectively, both orally and in writing.
Ability to analyze facts and apply them to the management of the unit.
Ability to establish and maintain effective working relationships with government officials, employees, the public, and advocacy groups.

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: Five years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.
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