9292

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.

LOTTERY PROGRAMS MANAGER (CONT'D)

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 official, 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