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LOTTERY DEPUTY DIRECTOR

Nature of Work

Under administrative direction, performs complex administrative and professional work at the advanced level in directing a major program component in the Lottery Commission. Responsibilities include planning, policy development, direction, coordination and administration of the operation of a major program component in the area of lottery programs. Complexity level is evidenced by the variety of problem-solving demands and decisions for the assigned area. Performs related work as required.

Examples of Work

Supervises professional, technical and clerical staff; makes assignments and reviews and approves plans of operation.

Provides administrative and program direction; enforces agency objectives, policies and procedures.

Responsible for management of recruitment/selection process, staff development, disciplinary matters, and other related actions in assigned area.

Develops policies, standards and procedures for the effective application of state lottery laws.

Monitors and evaluates program administration, and the delivery of services.

Provides technical consultation and policy interpretation to staff, supervisor, public officials, and advocacy groups.

Drafts legislative proposals, serves as a liaison with legislative members, makes presentations before Legislative committees and performs research and analysis of legislation regarding program area.

Plans and implements programs for the training of professional, technical and clerical staff.

Prepares the unit's budget request and allocates allotted staff and resources for the most efficient operation of the unit.

Responds to written or oral inquiries regarding program matter applying state laws and agency policies and procedures.

Attends meetings and seminars representing the unit assigned; 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.

Ability to plan, coordinate work, and organize work and projects.

Ability to direct and supervise the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to analyze facts and apply them to the management of the area of assignment.

Ability to work effectively with co-workers, the public, advocacy groups, and federal and state agencies in the area of assignment.

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LOTTERY DEPUTY DIRECTOR (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

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

Experience: Six years of full-time or equivalent part-time paid experience, three years of which shall be in a supervisory or management capacity, and individually or combined in one or more of the following areas:

- 1) Security, Licensing, and/or Certified Law Enforcement Program;
- 2) Finance, Accounting and/or Auditing; or
- 3) Marketing and/or closely related fields.

Established: 8/19/1993

Revised: 1/12/1994, 5/20/2016, 7/25/2016

Effective: 7/25/2016