

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Lottery Chief Administrative Officer and General Counsel

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### Definition

Serves as the Iowa Lottery Authority's chief administrative officer overseeing the primary functions of operating a state enterprise, including but not limited to administrative operations, legal and compliance, procurement, and human resources; serves as the general counsel for and in-house legal advisor to the Iowa Lottery Authority; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Directs and coordinates efforts on major initiatives, including but not limited to procurement and contracting. Initiates and implements policymaking decisions impacting both the day-to-day and long-range operations of all facets of the Lottery in support of its mission.

Plans, develops, and establishes policies/objectives peculiar to a business organization operating on a governmental model in accordance with legislative oversight, Board directive, and Iowa Lottery Authority policies, procedures, rules, and statutes.

Manages the operation of lottery buildings and facilities, including but not limited to leasing, repair, and maintenance of these structures.

Oversees and directs procurement and enforcement of Lottery contracts.

Advises senior management on legal matters; reviews internal policies/practices to ensure compliance with federal, state, and local regulatory requirements; identifies/analyzes legal issues, presents clear recommendations, and assists in formulating/implementing business strategies, internal policies, and external communications to ensure compliance/minimize legal exposure.

Researches legal sources (e.g., statutes, administrative rules, case law, treatises, and legal journals) to form a basis for opinions and based thereon, gives advice/makes recommendations as to acceptable courses of action; reviews/drafts legislative proposals and tracks those that may affect the agency.

Conducts administrative rulemaking activities; drafts/files administrative rules and serves as the liaison with the Governor's Office and legislative Administrative Rules Review Committee; tracks rulemaking activities that may affect the department.

As house counsel, consults and coordinates litigation matters with the Attorney General's Office and other outside counsel.

Prepares/reviews contracts with vendors/agencies working for or with Iowa Lottery Authority.

Drafts proposed legislation and Iowa Lottery Authority administrative rules.

As house counsel, working with the Attorney General's Office and outside bond counsel, assists in preparation and review of debt financing/bond issue documents to finance Iowa Lottery Authority real estate purchase/renovation and major chattel property acquisitions; assists with related Iowa Lottery Authority Board authorization/approval presentations.

Conducts and/or coordinates investigations on administrative proceedings and investigations and recommends appropriate levels of discipline; prepares and/or presents the agency's case in administrative hearings; serves as the agency's representative during collective bargaining to ensure management's interests are communicated and protected.

Prepares resolutions as requested by the CEO for Iowa Lottery Authority Board review.

Prepares correspondence relating to a variety of issues, including but not limited to, the preparation of opinions, legislative reports, briefs, other legal documents.

Assists in lobbying efforts on behalf of the department; attends legislative hearings and advises on the preparation of supporting documentation/fact sheets for legislators.

Developments/coordinates the department's quality program in conformance with the International Organization for Standardization (ISO) standards; drafts/implements quality program manual, policies and procedures and oversees the drafting of ISO related documentation; creates employee training materials and assists in the delivery of training to employees; coordinates preparation of performance audit briefs and advises other senior management team members regarding status and any recommendations for performance improvement.

## **Competencies Required**

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Negotiation – Bringing others together and trying to reconcile differences.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Minimum Qualification Requirements**

Graduation from an accredited law school, admission to the practice of law in the state of Iowa, and experience equal to five years of full-time work in the practice of law, to include practice experience in two or more of the following areas of concentration: administrative law, corporate/commercial law, employment law, employment discrimination law, trial and/or appellate law.

**Notes**

This position is appointed by the Lottery's Chief Executive Officer and approved by the Iowa Lottery Authority's Board of Directors. This position requires a full background investigation at the outset, subject to periodic review for currency. Employment status is subject to satisfying any and all security requirements specified by the Iowa Lottery Authority.

*Effective date: 07/22 SA*