

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

Lottery Vice President, Lottery Systems

Definition

Under general supervision of the CEO, administers the Iowa Lottery Authority's data processing installation and related online gaming systems by planning, organizing, coordinating, directing, and controlling production activities of a staff engaged in providing systems development and enhancement, system analysis, programming, computer operations, technical support, user training, auditing, data communications and data control services; 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.

Through a subordinate senior systems analyst, directs all data processing, internal control and data collection activities essential to Lottery operations. Through the contract vendor site manager, coordinates the development and implementation of vendor operated online gaming systems, including a central processing site interacting with approximately 2,900 statewide terminals, with related software development, testing and implementation, planning and scheduling, and strategic planning. Serves as vendor contract compliance coordinator to evaluate and recommend system implementation, and to prioritize and schedule online game processing.

Approves and schedules all systems development and implementation activities involving data processing equipment and concepts.

Recommends to lottery management both short- and long-range programs for development and implementation of lottery systems utilizing data processing concepts. Communicates with personnel throughout the lottery to coordinate planning and implementation of data processing projects.

Plans for, coordinates, integrates, and expands the online game installation process with lottery senior management, regional managers, online game contractor and field representatives.

Evaluates and approves computer programming concepts and practices for developing and implementing computer programs from criteria developed by systems analysts.

Oversees data processing management; coordinates development of internal control and reporting requirements for new games and services.

Collaborates with the chief financial officer in developing the data processing budget; assesses project priorities, existing and proposed personnel, and equipment and supplies requirements for submission to lottery management.

Responsible for the IT component of operational readiness and disaster recovery. A comprehensive disaster recovery plan has been developed, and is periodically tested, with the Vice President Operations & Systems as a key team member.

Through a subordinate senior systems developer, oversees design and customization for the ILA web site. Ensures proper development and document standards, policies and procedures are in place for proper operation of the ILA website.

Analyzes, plans, and recommends upgrades to the Iowa Lottery network including network and storage management, capacity planning, system performance, data modeling, disaster recovery and systems security.

Develops and implements plans for ongoing upgrade of ILA hardware and software to assure optimum support of the ILA mission.

Makes recommendations on the budgeting and accounting processes necessary to determine the appropriate fees and internal assessment for delivering ILA IT systems.

Competencies Required

Knowledge:

- Information Systems – Strategic principles involved in the oversight of data centers, application development, IT project management, computer hardware and software, information security, and databases.
- 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.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- 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.

Abilities:

- 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.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Written Expression – Communicate information and ideas in writing so others will understand.

- Fluency of Ideas – Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 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.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- 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.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Operations Analysis – Analyzing needs and product requirements to create a design.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in information technology, math, business administration, or a related field, and experience equal to three years of full-time supervisory work in information technology systems management.
- 2) A total of seven years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in information technology, math, business administration, or a related field equals one year of full-time experience.

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