

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

LOTTERY VICE PRESIDENT, SECURITY

DEFINITION

Supervises the Lottery's Security Division; conducts investigations and supervises the functions of retailer licensing, drawings and regulatory compliance; performs other duties as assigned.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Interviews, hires, trains and supervises employees; plans, assigns and directs work; appraises performance; rewards and disciplines employees, addresses complaints and resolves problems and represents management at labor union grievance hearings.

Provides for the security of personnel, computer systems, physical facilities (i.e., intrusion/fire alarms), prize drawings, warehousing and product distribution; implements preventive security measures and monitors printing/production of instant and pull-tab tickets.

Establishes internal security controls (i.e., video surveillance via closed circuit television cameras and "panic alarms") and monitors security systems/individual access to lottery and on-line vendor facilities; directs implementation of security training programs; safeguards information/records pertaining to the security of lottery operations.

Coordinates corporate and employee background investigations of vendors, key contractors, Lottery employees and applicants for lottery licenses or for vendor certification; conducts on-site checks of retailers, regional offices, printing and storage facilities for compliance with legal requirements and conducts specialized investigations as needed.

Supervises/conducts investigation of fraudulent and stolen tickets, illegal gaming, complaints from citizens and other incidents of alleged criminal and civil improprieties related to lottery operations; maintains investigative files and works with federal, state and local law enforcement agencies.

Conducts regular inspection of fire and safety alarm systems, access control systems and emergency power systems; assists the Disaster Recovery Coordinator to ensure recovery of the Lottery's operational capabilities in the wake of a catastrophic disaster.

Oversees the maintenance/custodial care of the building and grounds of the Lottery's headquarters facility and manages the vehicle fleet.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of supervision.

Knowledge of internal security systems.

Knowledge of abuses common to lottery and other legalized gaming activities.

Knowledge of federal, state and local law enforcement agency procedures.

Skill in use of procedures and processes to protect persons and property.

Skill in investigative procedures.

Skill in proper investigative records management.

Skill in the use of various computer software applications including word processing and spreadsheets.

Ability to write speeches and articles using original or innovative techniques or style on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to read, analyze, and interpret complex documents.

Ability to apply general mathematical concepts to practical situations.

Ability to respond effectively to sensitive inquiries or complaints.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in law enforcement or criminal investigation;

OR

high school diploma or GED equivalent with six years full-time experience as a law enforcement officer.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Iowa Lottery Authority.

Effective Date: 10/05 DF