Lottery Vice President, Security

Definition
Supervises the Iowa Lottery Authority’s security division; conducts investigations and supervises the functions of retailer licensing, drawings, and regulatory compliance; 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.

Provides for the security of personnel, computer systems, physical facilities (i.e., intrusion/fire alarms), prize drawings, warehousing and product distribution; implements preventive physical and cyber 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:

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
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- 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.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- 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.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- 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.
- 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:

- 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.
- Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
• Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
• Speaking – Talking to others to convey information effectively.
• Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
• Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
• Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
• Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

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

1) All of the following (a and b):
   a. Graduation from an accredited four-year college or university with a degree in law enforcement, corrections, criminology, police science, or law; and
   b. Two years of full-time work experience in law enforcement, corrections, or criminal investigation.

2) All of the following (a and b):
   a. Graduation from an accredited four-year college or university with a degree in any field; and
   b. Three years of full-time work experience in law enforcement, corrections, or criminal investigation.

3) All of the following (a and b):
   a. Graduation from an accredited college or university with an associate's degree in law enforcement, corrections, criminology, police science, or law; and
   b. Four years of full-time work experience in law enforcement, corrections, or criminal investigation.

4) Six years of full-time work experience in law enforcement, corrections, or criminal investigation.

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: 11/21 SA