

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

LOTTERY VICE PRESIDENT OF SYSTEMS

DEFINITION

Directs the Iowa Lottery Authority's (ILA) Operations & Systems Division and is responsible for information and data integrity for all information technology functions of the ILA and related online gaming systems. Plans, organizes, coordinates, directs and controls 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. Oversees the ILA procurement function; performs related work as required.

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

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

Administers the installation of the ILA's data processing systems and related on-line gaming systems.

Directs all the ILA's data processing, internal control and data collection activities in conjunction with a subordinate senior systems analyst.

Coordinates the development and implementation of vendor operated online gaming systems in conjunction with the contract vendor site manager.

Serves as vendor contract compliance coordinator to evaluate and recommend system implementation and to prioritize and schedule online game processing.

Manages the operation of ILA's entire buildings and facilities, including but not limited to leasing, repair and maintenance of these structures.

Recommends the necessary budgeting and accounting processes required to determine the appropriate fees and internal assessment for delivering ILA's information technology systems.

Oversees and directs procurement and enforcement of ILA contracts, including those pertaining to on-line operations, instant ticket and pull-tab production, product vending, supplies, marketing, sales promotions, and retailer support items.

Participates as a working member of the nightly drawing security team responsible for responding to situations requiring direct lock-down and recovery activities in the event of computer system pre-draw imbalance and makes decisions regarding options available in the event of system failure.

Provides contract interpretation and direction to ensure strict compliance by those parties subject to contracts with the ILA.

**COMPETENCIES REQUIRED**

Knowledge of the principles and practices of supervision.

Technical knowledge and skill level necessary to effectively oversee system design/customization; including security administration, capacity planning and cost benefit analysis of alternative techniques.

Ability to interpret program specification.

Ability to direct/coordinate system development, implementation, training and maintenance activities and monitor projects, progress and performance.

Strong communication and organizational skills are essential to this position.

Must pass a background check.

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

Ability to read, analyze and interpret complex documents.

Ability to apply general mathematical concepts to practical situations.

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

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Information Technology, Math, Business Administration or a related field and three (3) years of supervisory experience in information technology systems management;

OR

an equivalent combination of experience and education substituting 30 semester hours of accredited post high school education for one year of experience to a maximum substitution of 4 years.

SPECIAL REQUIREMENTS

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.

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.

This position is exempt from State of Iowa merit employment provisions and serves at the joint pleasure of the Lottery's Chief Executive Officer and the Iowa Lottery Authority Board.

Effective Date: 12/11 BR