



Announcement of Intention to Fill a Job Vacancy

Job Title: Manager, Lottery Drawings

Salary: \$85,244 - \$107,751

Work Schedule:

5 days per week on a rotating basis

Typical work hours are 11:00 AM – 7:00 PM or

4:00 PM – 12:00 AM

Required to work at least one weekend per month

There will be both scheduled and unscheduled overtime

Duties Description

The Drawings unit typically has mid-day and evening shifts to cover the unit's functions. The Manager Lottery Drawings is responsible for lottery drawings activities that occur starting at 11:00 AM and running until 1:00 AM, 365 days per year. Under the direction of the Director Lottery Games Operations, the incumbent must possess the leadership, organizational, and multi-tasking skills to perform the following functions:

- Manage all lottery drawing activities
- Schedule all necessary staff and ensure necessary vendor and contractor coverage for lottery drawings
- Review, edit and or design all procedures and directives concerning lottery drawings and the activities which relate to the integrity of lottery drawings
- Ensure all drawing equipment is maintained properly, problem areas are identified and corrective action is taken as necessary
- Identify new drawing equipment to be employed and new methods of conducting random drawings
- Design and conduct special promotional drawings in collaboration with the Director of Lottery Marketing and Director of Lottery Games Operations
- Write and/or review Requests for Proposals (RFPs) associated with conducting and broadcasting live lottery drawings to include accounting services, broadcast transmission services, television production services, drawing equipment, television studio sets, television studio production, editing and replication equipment
- Supervise the scheduling and performance of the production staff assigned to each shift
- Identify "best practices" from the industry that will work best for the New York Lottery and apply to existing practices

Minimum Qualifications

Nine years of experience managing televised productions OR working as a TV master control production engineer, OR managing the recording of publicly distributed drawings, OR supervising/ auditing lottery-related drawings, OR supervising high stakes games of chance.

Substitution: An associate's degree can substitute for up to two years of experience; a bachelor's degree can substitute for up to four years of experience; a master's degree for one additional year.

Preferred Skills:

- Experience with Excel
- Experience handling scheduling
- Experience basic statistical analysis such as Probabilities and Chi square analysis

Method of Appointment

This is a non-competitive, phi-tagged position, without tenure protection.

Salary, Benefits & Classification

This is full-time position, with a competitive starting salary and an outstanding, comprehensive benefits package.

Other Pertinent Information

Résumés will be evaluated to determine whether candidates will proceed to the interview phase of the process.

Interested qualified candidates must submit a résumé and letter of interest no later than March 14, 2018 by email to the address listed below or fax to 518-388-3368. Please include "Manager Lottery Drawings" in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Attention: Lisa A. Fitzmaurice
Director, Human Resources Management
New York State Gaming Commission
PO Box 7500, Schenectady, NY 12301-7500

Email to: human.resources@gaming.ny.gov

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Appointments are contingent upon a satisfactory background check which will include a federal and state criminal fingerprint records review.