



STATE OF COLORADO
invites applications for the position of:
Deputy Director of Lottery

This position is open only to Colorado state residents.

CLASS TITLE: MANAGEMENT

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 720 S. Colorado Blvd., Suite 110A, Denver This position will be based in Denver, but will require frequent travel to the primary office in Pueblo.

SALARY: \$6,662.00 - \$10,230.00 Monthly
\$79,944.00 - \$122,760.00 Annually

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 10/26/11

CLOSING DATE: 11/14/11 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



The Department of Revenue includes approximately 1,600 employees located throughout Colorado performing functions as varied as tax auditing, tax collection, taxpayer assistance, issuing driver licenses and motor vehicle titles, marketing lottery products, enforcing liquor laws, and regulating the Gaming, Horse Racing, Medical Marijuana, and the Auto Industry. Our employees are hard working and we strive to provide efficient and effective service to the citizens of Colorado.

The Department of Revenue also offers:

- Job security
- Distinctive career advancement opportunities throughout the State system
- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan, PERA Defined Contribution Plan, State Defined Contribution plan plus 401K and 457 plans
- Medical and dental health plans
- Paid life insurance

- Short- and long-term disability coverage
- 10 paid holidays per year plus generous personal time off
- ECO PASS offered at a reduced cost
- Excellent work-life programs, such as flexible work schedules, training opportunities and more.

DESCRIPTION OF JOB:

DUTIES: The employee in this position reports directly to the Lottery Director and is responsible for sales, marketing, and assisting in departmental planning as well as the development of department policies and procedures. This position is responsible for overseeing operations including marketing, long and short term planning, media relations, sales and advertising, data processing, accounting, and security; analyzing the Lottery product line which currently includes scratch games, Lotto, and other on-line games and directs the planning for future Lottery products and programs; recommending and implementing changes and innovations to ensure a high level of public interest and participation in the Lottery's games; representing the Lottery to the Legislature, state and local government agencies, various civic and business groups, the news media and the general public; recommending changes to the rules and regulations to the Lottery Commission; directing the implementation of changes in the organization of the Lottery, marketing strategy, game design and operating systems. Takes the necessary actions to protect the security and integrity of Lottery games and drawings; supervises the issuance, renewal, suspension or revocation of licenses of lottery sales outlets; and contracts for products and services including advertising, public relations and game materials and ensures that such contracts are properly fulfilled. Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:

REQUIREMENTS: BS/BA or higher (graduate degree preferred) and at least six years of professional management or public administration experience which included professional high-level experience in one or more of the following: marketing, advertising, sales, media and/or public relations, consumer and/or community relations. The experience must have included four years of supervisory and administrative experience. The supervisory experience must have been over a professional level staff. The administrative experience must have included planning, development and implementation of budgets, policies, and objectives necessary to achieve the goals of an organization or program, along with the development of a statewide strategic plan.

PREFERENCES: Experience in consultation and collaboration with professionals and/or organizations at the state and national level is desirable, as well as administrative experience with marketing and/or lottery programs.

SUBSTITUTION: Four years of additional professional high-level experience in marketing, advertising, sales, media and/or public relations, consumer and/or community relations which provided the same kind, level, and amount of knowledge gained in the required education may be substituted for the BS/BA.

NECESSARY SPECIAL REQUIREMENTS: Applicants must successfully pass a comprehensive criminal background investigation prior to appointment to positions in the Lottery Division.

Please submit an on-line application, resume, transcript(s) and cover letter. Part of, or the entire examination for this position will involve a review of the information you submit in your application material. Therefore, it is paramount that in the experience portion of your application and cover letter, you describe the extent that you possess the education, experience and competencies outlined in the job announcement as well as the special and/or preferred qualifications. Failure to include adequate information or follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of

applicants.

Depending upon the number of qualified applicants continuing from the application review process, a second stage structured interview, inviting back the top 5 – 8 applicants may be used to identify the top three applicants for the final interview.

SUPPLEMENTAL INFORMATION:

DOR REQUIRED SKILLS & COMPETENCIES: Competencies required for all DOR positions include good communications skills (both oral and written), interpersonal skills, the ability to multi-task, the ability to work with confidential information, the ability to work in high-stress environments, and the demonstrated ability to assist customers in an effective, efficient, and elegant manner.

The following are conditions of employment with the Colorado Department of

Revenue:

1. All employees must be current with their Income Tax filings and payments with the State of Colorado. This includes successfully passing a pre-employment evaluation of your tax records/accounts.
2. Applicants must agree to provide reference information and sign a waiver of liability in order to be considered for DOR jobs.
3. All DOR positions require successful completion of a background investigation prior to appointment. Background checks may include criminal, financial, traffic, civil, education, and/or experience checks or any other checks related to the assignment. Movement within the department to a different position may be cause for requiring additional background checks. Refusal to participate in the background check process will disqualify a person from employment with DOR. In addition, false, incomplete or inaccurate information, including failure to disclose a material fact during this process, may be grounds for disqualification from employment and/or your name being removed from the eligible list.
4. Department of Revenue employees are prohibited from "...exercising any regulatory control over any organization at which the employee was formerly employed or associated for a period of three years from the employee's last employment with such organization..." Prior employment, as it may be covered by this policy, will be considered in the hiring process.
5. Effective January 1, 2005, newly hired employees should be aware that employment with a state government employer offering public pension plans may cause a potential reduction of future Social Security benefits. The Department of Revenue is such an employer.
6. Employees in positions designated as overtime eligible under FLSA provisions (non-exempt), must be willing to accept compensatory time off in lieu of cash compensation for overtime work performed.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Applicants are strongly encouraged to apply online. However, if NOT applying online, applications may be faxed to 303-866-3718.

DEPARTMENT CONTACT INFORMATION:

Andrew agale@spike.dor.state.co.us 303-866-3721 H6G8XX10242011700

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this

announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service or another method of appointment not stated.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/cojobs>

Position #2011-02461
DEPUTY DIRECTOR OF LOTTERY
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.
