



WEST VIRGINIA
 Division of Personnel
 1900 Kanawha Blvd. East, Building 3 Suite 500
 Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
 Information Systems Manager 3 - Lottery Commission - Kanawha Co.**

An Equal Opportunity Employer

SALARY: \$4,609.33 - \$8,527.25 Monthly
 \$55,312.00 - \$102,327.00 Annually

DEPARTMENT: Revenue - Lottery Commission

OPENING DATE: 05/12/22

CLOSING DATE: 05/27/22 11:59 PM

NATURE OF WORK:

Oversee the IT infrastructure of the Lottery to include all storage devices, servers, switches, cabling, firewalls, desktop devices, software and applications. Develops policies and procedures to assure the security and connectivity of the main headquarters, Weirton office, Bridgeport backup data center, the vendor data center and the five casinos. Analyzes agency operations and identifies technology solutions. Recommend purchases of equipment, software, applications and services in support of lottery operations, security, and sales. Prepares RFP's, RFQ's, and purchase requisitions in support of agency needs. Review proposals for sports wagering and interactive gaming (iGaming) platforms from vendors offering those products in the State. Analyze the platforms for adherence to State and Federal laws and regulations. Assist in development and operation of internal platform for iLottery. Develop policies and procedures for completion of gaming transactions. Develops policy and procedures for database development and administration. Manages the creation and modification of databases in support of the Licensing, Security, Video, and Legal divisions. Provides tools for customer interaction and historical tracking. Manages the telecommunication functions to include desktop phones and cellular equipment. Provides each employee communication equipment as needed to perform their job. Manages the issuance of iPads and cellular phones as requested by management. Reviews inventory and approves monthly bills for inventory and services. Develops policy and procedures for the acquisition and acceptable use of equipment. Oversee the document management and workflow technology. Negotiates contracts for document storage in a format of write once, read many for use in a court of law. Provides a system to create a workflow of electronic documents between divisions to expedite processing of applications for business licenses and occupational licenses for traditional lottery, limited video lottery, racetrack video lottery, table games, sports wagering, and iGaming. Act as agency contact for system and service vendors. Develop policies and procedures for the Gaming system and Internal Control System for transfer of data and payment of prizes. Interact with equipment vendors to assure system uptime of 99.9%. Develop contracts with communication companies for data lines between Lottery sites. Represent agency in state and national meetings. Point of contract for the MUSL group in offering the Powerball, Lotto America, and Mega Millions games where IT security is paramount. Point of contact for the North American State and Provincial Lotteries group for IT matters.

Click The APPLY Link To Apply Online. Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

IMPORTANT: Your eligible score will be based on information provided in your application;

therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

ATTENTION: Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified. It may ONLY be in the form of a copy of an OFFICIAL transcript or diploma. If you are claiming Veteran's preference, please submit "MEMBER 4" form and/or your VA Letter. DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy. Please attach documents to the online application before submitting it. Or, you may email it to: applicantsservices@wv.gov or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled.

Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a Job Interest Card from the slide-out menu located at the top left of our *Job Opportunities* page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Graduation from an accredited four-year college or university.

Substitution: Additional experience as described below may substitute for the above training on a year-for-year basis.

Experience: Six years of full-time or equivalent part-time paid experience in computer programming, office automation planning, purchasing and implementation of hardware and software, teleprocessing, system analysis, or supervision of computer operations.

Substitution: A major in computer science may substitute for one year of required experience.

*****DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION*****

OTHER INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East
Building 3 Suite 500

Position #8315K
INFORMATION SYSTEMS MANAGER 3 - LOTTERY
COMMISSION - KANAWHA CO.
AS

Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov

Information Systems Manager 3 - Lottery Commission - Kanawha Co. Supplemental Questionnaire

* 1. Were all of the jobs listed in your application paid?

Yes No

* 2. If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

* 3. **Confirmation.** By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.

I confirm the above statement.

* Required Question