

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2238901

Lottery Regional Director 1, M-2 2238901

Lottery Upstate Director, M-3 2237000

Lottery Regional Director 2, M-4 2238902

Brief Description of Class Series

Lottery Regional or Upstate Directors manage and direct all Lottery activities within a region. Incumbents are responsible for overseeing the administration of lottery marketing, sales, and security programs at the New York State Gaming Commission.

Distinguishing Characteristics

Lottery Regional Director 1: under the general direction of the Director Lottery Marketing, manages and directs all Lottery activities in small to medium sized Regional Lottery Office.

Lottery Upstate Director: one-position class, under the general direction of the Director Lottery Marketing, manages and directs all Lottery activities in a large Regional Lottery Office area for Upstate New York.

Lottery Regional Director 2: one-position class, under the general direction of the Director Lottery Marketing, manages and directs all Lottery activities in the New York/Long Island Regional Lottery Office.

Related Classes

Director Lottery Marketing directs statewide Lottery marketing/advertising, sales, and special events/promotions at the New York State Gaming Commission.

Lottery Sales Manager prepares statewide sales development plan to align with the Division of the Lottery's Marketing plan under the general direction of the Director Lottery Marketing.

Illustrative Duties

Lottery Regional Director 1: administers, manages, coordinates, and directs all regional activities related to the conduct and administration of New York Lottery Games; maximizes regional sales by developing regional sales programs; recruits, retains and trains retailers; measures sales growth; monitors regional sales activities; maintains service contracts; directs and participates in local press conference in consultation with the Lottery Public Relations Officer; maintains proper lottery security measures within the region; recommends remedial security actions; monitors contractor performance; oversees payment of prize claims at regional lottery offices; and provides guidance to subordinates concerning Lottery policies.

Lottery Upstate Director: manages and directs all Lottery activities as described above for Lottery Regional Director 1, for the Upstate Lottery Regions consisting of the Western New York (Buffalo), Central New York (Syracuse) and Capital Region (Albany).

Lottery Regional Director 2: manages and directs all Lottery activities as described above for Lottery Regional Director 1, for the New York City, Fishkill and Long Island Regions.

Minimum Qualifications

Lottery Regional Director 1

Promotion: one year of service as an Assistant Lottery Regional Director 1, Corporate Accounts Manager, Lottery Advertising Supervisor, Lottery Regional Manager 1, or Senior Lottery Marketing Specialist.

Lottery Upstate Director

Promotion: One year of service as a Lottery Regional Director 1, Lottery Regional Manager 1, Sales Program Coordinator, Lottery Advertising Supervisor or Corporate Accounts Manager.

Lottery Regional Director 2

Promotion: one year of service as Lottery Regional Director 1 or Lottery Upstate Director.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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