

---

# OKLAHOMA LOTTERY COMMISSION

---

---

## Job Description

### Administrative Coordinator

---

|                             |  |
|-----------------------------|--|
| <i>Department/Division:</i> | Administration                         |
| <i>Reports To:</i>          | Director of Marketing & Administration |
| <i>Date Adopted:</i>        | 11/18/2016                             |

---

#### ***PART I: DESCRIPTION OF POSITION***

**Position Purpose:** This position is assigned responsibilities for serving as the Administrative Coordinator for the agency and as Recording Secretary to the Oklahoma Lottery Commission Board of Trustees.

**Principal Activities:** The principal activities include the following:

- Coordinates all functions related to Office management to include physical environment improvements, office supply ordering and office space coordination. Responsible for coordinating with building manager for handling of all building related issues.
- Primary contact with the Office of Management and Enterprise Services (OMES) to coordinate all Human Resource efforts to include new hires, salary and benefit adjustments, leave use and employee dismissals.
- Arranges meetings for the Oklahoma Lottery Commission Board of Trustees. Develops and posts meeting agendas within the rules and requirements of the Open Meetings Act. Records, transcribes and disseminates proceedings from Board meetings. Logs official votes by the Board. Maintains records for official business of the Board. Schedules and coordinates travel for Board members. Prepares claims for travel reimbursement for members. Files all meetings with the Secretary of State.
- Provide information to staff on any changes or updates to departmental or program rules, regulations, and laws. Facilitates various employee events throughout the year.
- Each legislative session, read filed bills and establish bills related to the operations of the Oklahoma Lottery Commission and track those bills throughout the legislative process. Run bill searches regularly for bills that could affect the agency. Assist managerial staff with potential agency rule changes throughout each legislative session.
- Responsible for Administrative budget management to include a variety of tasks and projects.
- Primary travel coordinator for all out-of-state employee travel.
- Performs other related duties as assigned.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Conflict of Interest:** All Oklahoma Lottery Commission employees are prohibited from having a financial interest in any vendor doing business or proposing to do business with the Commission. They may not participate in any decision involving a retailer with whom they have a financial interest. If they leave employment with the Commission, they may not represent any vendor or lottery retailer before the Commission for a period of two (2) years following termination of employment with the Commission.

**Background Investigation:** Oklahoma Statutes require that a background investigation be conducted on each applicant who has reached the final selection process prior to employment by the Commission at the level of division director and above and at any level within any division of security and as otherwise required by the board of trustees of the Oklahoma Lottery Commission. The Commission shall pay for the actual cost of the investigations. The results of a background investigation shall not be considered a record open to the public pursuant to the Oklahoma Open Records Act. The Commission is prohibited from employing any person who has been convicted of any felony or a misdemeanor involving illegal gambling or involving moral turpitude, or any person who is awaiting sentencing on a plea of guilt or nolo contendere to such a felony or misdemeanor.

## ***PART II: KNOWLEDGE AND BACKGROUND REQUIREMENTS***

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some travel may be required. May require that employee has a valid driver's license and personal auto insurance.

**Preferred Education and/or Experience:** Two years' experience in administrative field, clerical office work, experience as an office manager or executive assistant preferred.

**Language Skills:** Abilities required include knowledge of office methods and procedures. Ability to work effectively with others. Must be able to demonstrate a high degree of discretion and interpersonal skills in both verbal and written communications. Ability to read and comprehend instructions, correspondence and memorandums. Ability to present facts and opinion clearly both orally and in writing. Ability to effectively present information in one-on-one and small group situations.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply analytical methodologies, including computation of rate, ratio, cost reallocation and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form. Ability to exercise sound judgment in analyzing situations and in selecting an effective course of action. Ability to organize and conduct several activities simultaneously.

**Computer Literacy:** Abilities required include knowledge of office methods and procedures. Proficiency in standard desktop applications and specialized analytical software. Knowledge of various types of hardware and communications/office equipment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, climb, or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment of characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, or public/private vehicles, for example, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.