



Classification: Career Executive Assignment (CEA) Level A

Working Title: Assistant Deputy Director, Operations

Position Number: 358-250-7500-xxx

Division/Unit: Operations Division

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under the administrative direction of the Deputy Director, Operations, the Assistant Deputy Director (ADD), Operations provides executive level oversight for the Lottery's facility and fleet programs statewide. The ADD is responsible for directing the Facilities & Fleet Management Branch and the Facilities Development Unit within the Operations Division and serves as the principal policy advisor and consultant to the directorate on a variety of facilities, engineering, and maintenance matters, including the development of new buildings. The incumbent develops, implements, and evaluates policies and procedures to ensure departmental compliance with the legal requirements of the State. This position requires a high level of technical expertise in construction, engineering, and design fields in order to effectively manage Lottery's facility portfolio.

Job Description

35% (Essential) Develops and implements policy for program areas within the Operations Division, including Facilities Administration & Development, Sustainability & Energy, Engineering & Maintenance, Custodial and Fleet Services. Plans, organizes, and directs the work of staff and contractors engaged in new construction, ongoing building maintenance, and engineering work. Serves as an executive project manager for construction, engineering, and maintenance projects at Lottery facilities throughout the state, including monitoring contractor performance for completion of work. Oversees Lottery's statewide facility portfolio to ensure the most cost-effective approaches for facility acquisition or leases. Establishes strategic plans for facility and fleet management and identifies goals that align with the Operations Division's needs. Ensures fiscal responsibility and establishes standards of accountability for Lottery's facility portfolio. Develops policies and procedures in conformance with associated statutory, regulatory and departmental requirements. Acts with full authority to resolve the organizational and management challenges within assigned areas.

30% (Essential) Ensures the programs within Facilities & Fleet Management operate successfully to support Lottery operations statewide for all staff and the public. This includes ensuring that systems, resources and services are aligned with Department goals to enhance efficiency, support staff productivity, and deliver high-quality service to the public. In coordination with the Deputy Director, Operations, develops and monitors the budget for Facilities & Fleet Management and verifies the budget is sufficient to administer operations efficiently. Oversees the accuracy of facilities data and implementation of systems for analysis and projections. Manages contracts and evaluates outcomes based on established performance standards.



25% (Essential) Oversees staff in the Facilities & Fleet Management Branch through subordinate managers. Provides direction and guidance to managers and staff, including making sensitive decisions, approving high level assignments and projects, assigning and prioritizing workload; reviews work products and provides feedback. Consistently and effectively mentors, coaches, and guides staff in the development of their knowledge and expertise in the various program areas. Hires subordinate managers and supervisors; prepares performance evaluations; and handles formal disciplinary and grievance issues as needed. Effectively contributes to Lottery's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment.

10% (Essential) Serves as the principal policy advisor and consultant to the Directorate on issues pertaining to facilities development, engineering and maintenance, and facilities administration. Consults with Executive Management to ensure the integrity of program operations with departmental leadership and subordinate managers regarding the implementation of best practices. Establishes, maintains and fosters effective working relationships with control agencies, as well as private, public, and other stakeholders relevant to Lottery operations. Represents Lottery at various meetings, conferences and forums. Makes presentations to the Directorate and Lottery Commission on operational policy and other related issues.

Scope and Impact

- a. **Consequence of Error:** Since the California State Lottery is one of the largest Lotteries in the United States, there is substantial local, statewide and national media interest in the responsible use of Lottery funds. Failure to perform the functions of this position with complete honesty, integrity and sound judgement could adversely impact Lottery sales and the public's attitudes toward the Lottery, thus affecting education funding goals. The functions under the ADD's purview are not subject to oversight by the Department of General Services, as such the ADD has primary responsibility for ensuring ethical, compliant practices of these functions in alignment with relevant laws, rules and industry standards.
- b. **Administrative Responsibility:** The ADD has primary policy responsibility for the functional areas they oversee, including the development of operating budgets, contract management and oversight, and personnel management.
- c. **Supervision Exercised and Received:** The ADD reports directly to the Deputy Director, Operations, however direction and assignments may also come from the Directorate. The ADD supervises the Facilities & Fleet Management Branch Facilities Development Unit and provides leadership and guidance throughout the Operations Division.
- d. **Personal Contacts:** The ADD has high-level contact with management and staff throughout the Lottery, the Governor's Office, Legislature, control agencies or other state agencies, the public and vendors/consultants.

Physical and Environmental Demands

The ADD will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities. While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light.



Working Conditions and Requirements

- a. Schedule: Monday – Friday, may occasionally work outside of business hours and after hours for urgent or emergency related situations.
- b. Travel: Travel is required throughout the state as needed and on occasion out of state.
- c. Other: This position requires the ability to work under pressure to meet deadlines and to have a very broad knowledge of various laws, rules, policies and procedures in multi-disciplined staff areas; work cooperatively with others; respond to emergency demands; exercise a high degree of initiative, independence of action and originality; commitment to superior customer service; and the ability to exercise tact and a high degree of independent judgement.

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR’S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE’S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date