**The Florida Lottery is not a State Personnel System Employer**

INFORMATION RESOURCE MANAGER II - POSITION NUMBER 36000182

ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 1-888-403-2110.

THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT TOLERATE DISCRIMINATION OR VIOLENCE IN THE WORKPLACE

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS

Responses to the qualifying questions are required to be considered for this position. Answers to the qualifying questions must be verifiable based on your submitted application.

GENERAL DESCRIPTION:

The Manager of SDS is a high-level position with the responsibility and authority to plan, organize, and manage the daily operations of the Division of Software and Data Services (SDS) in support of the Florida Lottery’s overall mission and goals. This position manages the assessment, design, specification, development, and implementation of comprehensive multi-tier management information systems to provide strategic automated solutions to fulfill the Florida Lottery’s business needs.
ESSENTIAL DUTIES:

- Oversight for the day-to-day functions of the areas assigned.
- Plans, coordinates, organizes and manages the activities of all software development projects to ensure proper distribution of staff and technical resources to optimally meet agency objectives.
- Develops plans, feasibility studies, status reports, and related documentation for the creation and implementation of new or enhanced software systems.
- Provide technical direction to Operations to maximize integrity, security, interoperability, and effectiveness of all internal software applications.
- Establishes general systems priorities and determines the allocation of available resources.
- Formulate policies and procedures to ensure effective operation of Software and Data Services and provide guidance to development staff.
- Perform role of acting Deputy CIO when requested in his/her absence to direct routine activities of the Division of Software and Data Services.
- Select, train, supervise, motivate and evaluate the Software and Data Services staff. Recommend personnel actions and assist in the administration of personnel and related policies and procedures.
- Provide technical information, analyses, and recommendations to divisional and departmental management.
- Analyze departmental hardware and software requirements and assist with the development of Requests for Proposal for appropriate IT equipment and services; evaluate and make recommendations on bids.
- Assist in the establishment of information processing standards for the Florida Lottery.
- Assist in the preparation of budget requests and directly monitor the expenditures for Software and Data Services.
- Assists in ensuring appropriate connectivity, interoperability, and security between the Lottery’s computer systems and external entities including, but not limited to, other State agencies, the Lottery’s business partners, retailers, and the public.
- Reviews and evaluates organizational effectiveness, goal determination, strategic planning, etc., and makes recommendations for improvement.
- Develops and coordinates plans and policies, resources and missions as well as goals, visions and expectations of department; prepares and updates plans and priorities.
- Maintains an awareness of the latest technology, trends, and developments in the data processing industry as they relate to the Florida Lottery’s goals and objectives.
- Provide necessary assistance to the Computer Systems Operations Manager, the Orlando Data Center Shift Supervisor and the COOP Coordinator in the development, implementation and testing of the Lottery’s Information Technology Disaster Recovery Plan (ITDRP) and Continuity of Operations Plan (COOP).
- Other duties as required or assigned by Executive Management.

Knowledge, Skills, and Abilities

- Knowledge of state programs and resources, public policy, and program evaluation.
- Knowledge of principles, theories, and practices of performance management.
- Knowledge of principles, theories, and practices of quality management.
- Knowledge of principles, theories, and practices of diversity management.
- Knowledge of principles, theories, and practices of conflict management.
- Knowledge of principles, theories, and practices of administrative rulemaking.
- Knowledge of principles, theories, and practices of organizational dynamics.
- Knowledge of agency objectives, organization, structure and mission.
- Knowledge of principles, theories, and practices of organizational development.
Knowledge of administrative organization and methods of control.
Knowledge of applicable laws, rules, regulations and/or policies and procedures.
Knowledge of strategic planning.
Knowledge of computer hardware and system architecture.
Knowledge of best practices for enterprise computing with emphasis in data processing, financial accounting, draw games, claims processing and prize payment, and website.
Knowledge of concepts, theories, principles, and practices of data processing and software engineering life cycle methodologies, including client-server and browser-based application architecture.
Ability to make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.
Ability to provide technical and policy leadership and direction, develop short and long range project plans, schedules, and strategic plans.
Ability to prioritize workload demands based on departmental goals and objectives.
Ability to think logically, analyze and solve problems, and make decisions in a timely manner.
Ability to interpret technical information and effectively communicate to non-technical staff and management.
Ability to identify, analyze and define user system needs.
Ability to develop technical documents, issue papers, memorandums, specifications, and reports.
Ability to prepare software design specifications based on analyses of user functional requirements.
Ability to establish effective working relationships.

Other job-related requirements for this position

Successful passing of a criminal background check (state, local, and national) is required.
Maintains strict confidentiality of information learned while working with the Florida Lottery, whether learned through assigned duties or through working with other units. The types of confidential information may include, but are not limited to, payroll information, budget matters, policy decisions, tax matters, employee disciplinary issues, and other personnel data.

Minimum Qualifications

A Bachelor’s degree from an accredited college or university and six (6) years of professional experience in computer systems analysis, computer programming, and/or information resources management, five (5) years of which must have been in an analyst capacity, or

A Bachelor’s degree from an accredited college or university in computer science or management information systems and five (5) years of experience in an analyst capacity, or

A Master’s degree from an accredited college or university in computer science or management information systems and four (4) years of experience in an analyst capacity, or

An Associate’s or higher level degree from an accredited college or university, completion of an 18 credit hour certificate or an equivalent program of study in computer programming from an accredited community or junior college, and six (6) years of professional experience in computer systems analysis, computer programming, and/or information resources management, five (5) years of which must have been in an analyst capacity, or
Completion of a 1440 classroom hour or equivalent program of study at an accredited vocational/technical school in computer programming and six (6) years of professional experience in computer systems analysis, computer programming, and/or information resources management, five (5) years of which must have been in an analyst capacity.

Experience in computer systems analysis, computer programming, and/or information resources management may be substituted on a year for year basis for the required college education.