

JOB VACANCY NOTICE

Texas Lottery Commission
P.O. Box 16630, Austin, Texas 78761-6630
Telephone: (512) 344-5000

Retailer Recruitment Specialist

Posting Number: 100308

Posting Date: 11/19/08

Closing Date: Open Until Filled.

Salary: B11, \$41,606 - \$55,000/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Non-exempt / Program Specialist III (1572)

Division: Lottery Operations

Work Location Address: 611 East 6th Street, Austin, TX 78701

Refer to: Human Resources

Telephone: (512) 344-5333

Job Summary:

Performs complex (journey level) work in support of lottery ticket sales revenue flow by identifying and developing new retailer relationships and generating additional business opportunities with existing retailers. Work involves planning, developing, and implementing strategies to identify appropriate retailer recruitment initiatives and presentations. Supports the Retailer Development Coordinator in making recommendations to department management regarding retailer development initiatives. Responsible for developing opportunities for lottery ticket sales in a wide variety of retail environments. Works under general supervision with moderate latitude for the use of initiative and independent judgment to develop and implement work techniques and procedures necessary to accomplish program goals. This position reports to the Retailer Services Manager.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in Communications, Business Administration, or related field is required. (Relevant business experience, in excess of the required two years, may be substituted for college on a year-for-year basis.)
- Two years outside sales experience dealing with the public is required.
- Experience with public speaking and making formal presentations is required.
- Willingness to work irregular hours, including evenings, weekends, and holidays is required.
- Willingness to travel up to 35% for job-related purposes is required.
- Experience with personal computers to include experience with Windows XP, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, multi-user databases, and e-mail is required.
- Experience in retail management/sales is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of local, state, and federal laws and regulations relevant to program areas.
- Maintains working knowledge of current and prospective new products and services offered by the Texas Lottery to maximize revenue.
- Maintains working knowledge of available technology for sales and reporting of lottery products within various business environments.
- Strong project management skills including project planning and business management.
- Ability to speak publicly and direct internal and external written communications.
- Ability to analyze data, present conclusions, and solve work related problems.
- Ability to develop, interpret, and apply Lottery Commission laws, policies, procedures, and regulations.
- Ability to work effectively with individuals of diverse groups.

- Ability to prepare clear and concise verbal and written reports, sales presentations, and recruitment initiatives and develop implementation strategies.
- Ability to demonstrate superior customer service skills by maintaining a pleasant and professional manner while communicating with others in a timely manner.
- Ability to establish and maintain effective working relationships with Commission management, other Commission employees, vendors, and the general public through effective verbal and written communication.
- Ability to manage multiple projects, organize competing priorities, follow instructions, and meet strict deadlines.
- Ability to exercise good judgment and make sound decisions affecting the operation of Commission, department, and vendor functions.

Physical and Mental Requirements:

- Must be able to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment, personal computers, and computer software.

Essential Job Functions:

- Develops new business presentations utilizing internal/external account service, creative and interactive resources.
- Identifies and develops new retailer client prospects through established contacts, cold calling, and industry leads and generates additional business opportunities with existing retailers to support lottery ticket sales revenue flow.
- Creates and implements retailer business development strategies; assists in the development of long-range retailer development plans; and provides hands on support and follow through on retailer development projects.
- Assists with coordinating essential trade shows, attends networking conferences, and represents the agency or division, when appropriate, at vendor meetings, business meetings, conferences, and seminars.
- Participates in the creation of retailer development proposals, sales presentations, and objectives.
- Evaluates, interprets, and applies detailed research data resulting from historical data, research studies, forecasts, and modeling exercises to lottery retailer recruitment and business development programs.
- Assists in developing and applying cost/benefit analyses for program areas.
- Compiles and prepares clear, concise reports on retailer recruitment programs or related initiatives as required by management.
- Assists in developing policies and procedures for the retailer development program.
- Performs special projects as directed by the Lottery Operations Division Director or Executive Management.
- Performs other related duties as assigned.

HOW TO APPLY:

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission
 Human Resources Department
 Post Office Box 16630
 Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. on closing date.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission
 Attention: Human Resources
 611 East 6th Street
 Austin, Texas 78701

Applicants are solely responsible for timely delivery of applications by the deadline.

Proud of Our Diversity - Committed to Equal Employment Opportunities

Applications are not accepted unless submitted for a particular position. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 344-5333 in Austin. Long Distance callers may dial 1-800-395-JOBS (5627). Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.