

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services. CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION			Agency Number	
<b>Part 1 - Items 1 through 12 to be completed by department head or personnel office.</b>				
1. Agency Name <b>Kansas Lottery</b>	9. Position No. <b>K0224802</b>	10. Budget Program Number	<b>450</b>	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) <b>Sales &amp; Marketing Associate- FLSA: Non-Exempt – Unclassified Regular</b>		
3. Division <b>Sales and Marketing</b>		12. Proposed Class Title		
4. Section	For  Use  By  Personnel  Office	13. Allocation		Position Number <b>K0224802</b>
5. Unit		14. Effective Date		
6. Location (address where employee works) City <b>Topeka</b> County <b>Shawnee</b>		15. By	Approved	
7. (circle appropriate time) <b>Full time XX Perm. 100%</b> Inter. Part time                      Temp.		16. Audit Date:                                      By: Date:                                      By:		
8. Regular hours of work: (circle appropriate time) FROM: <b>8:00 AM/PM</b> To: <b>5:00 AM/PM</b>	17. Audit Date:                                      By: Date:                                      By:			

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
<b>Crystal Romanchek</b>	<b>Deputy Director of Marketing</b>	<b>K0231477</b>
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
<b>Crystal Romanchek</b>	<b>Deputy Director of Marketing</b>	<b>K0231477</b>

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed within the statutes, regulations, guidelines, policies, and procedures set forth by the Kansas Lottery and the State of Kansas. Assignments are generally given in terms of outcomes and accomplishments. Instructions are general and given through sales and marketing meetings, supervisory meetings/contacts and may be in written and/or verbal form. Incumbent must use good judgment, be a self-starter and demonstrate initiative. The incumbent is provided a moderate degree of latitude to carry out work responsibilities. Incumbent must work cooperatively and collaboratively with others. Methods to accomplish work may vary from team member to team member and the employee must be flexible and able to adapt to varying situations and personalities in order to successfully support and assist others and successfully carryout work with retailers, players, and/or the general public.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	E = designates essential duties of the position M = designates marginal duties of the position
1. 30% E	<b>Department Files and Records:</b> Establishes and maintains department files to keep records of sales and marketing activities and keeps information organized and easy to access. Reconciles and maintains records of invoices, correspondence, contracts, promotional activities, purchase requests, advertisements placed, meeting minutes and related documents. Responsible for posting current POS for staff and public display boards. Maintains current and end of game lists. Generates winner fliers and other promotional/event posters as needed.
2. 30 % E	<b>Administrative Sales and Marketing Support Services:</b> Performs support duties for sales and marketing. Receives and screens incoming calls and provides information regarding lottery activities and promotions. Assists in preparing special reports which require use of the Microsoft Office suite as well as advertising and marketing materials. Assists with development of promotion booklet. Create display screen advertising schedule based on upcoming info memos. Create content for Ticket Messages and Radio Traffic. Maintains office supplies and orders equipment and material for Sales and Marketing division. Assists with tracking, organizing, maintaining instant game papers, contracts, art and files. Assist with developing promo codes for lottery vault party. Distributes instant game cards to District Managers and retailers as needed. Prepare and submit travel vouchers, out-of-state travel requests and expense reports. Maintain warehouse area, prepare supplies, equipment, point of sale and promotional items for distribution.
3. 30% E	<b>Special Projects:</b> Works on special projects including, but not limited to: assist and work at special events; promotion booklet; vault party fulfillment, coordinating with sales staff; track and coordinate merchandise prizes; prepare signage. Works with Events team in the planning, preparation, and execution of special events. This may include organizing supplies, trailers, vehicles, and promotional items, such work may require working events that are on weekends and evenings. Other duties may require the ability to drive a full-size vehicle with sales trailer in tow, packing and unpacking promotional items, equipment, other marketing related items, transport, set-up and tear-down of same. Maintains and updates information in accordance with established guidelines. Compiles data for administrative decisions as requested. Creates or updates reports. Performs special assignments, research, and report preparation. Assists in social media contesting and prize fulfillment. Assists with tracking, preparation and processing of prior authorizations and ensuring that prior authorizations are completed in a timely manner. On occasion, will be asked to develop web pages.
4. 10% E	<b>Other Duties:</b> Performs other duties as assigned or requested. Participate in agency and department meetings and training.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title** **Position Number**

NA

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23. Which statement best describes the results of error in action or decision of this employee?
- ( **XX** ) Minimal property damage, minor injury, minor disruption of the flow of work.
  - ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
  - ( ) Major program failure, major property loss, or serious injury or incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.
- Please give examples.

**Errors or misinformation can cause inefficiency and misunderstanding.**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

**Daily contact with agency employees and administrators, general public, media and other agencies. Contact is primarily by telephone and in person. Purpose of contact is to advise on work, resolve problems, clarify, give and receive information, and answer questions.**

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25. What hazards, risks or discomforts exist on the job or in the work environment?

**Standard office environment. Some travel throughout the State of Kansas, working weekends, holidays and evenings during special promotions or events. Outdoor events result in exposure to all types of climatic conditions. May be required to stand for extended periods of time at an event. Frequent physical activity required, lifting, moving, loading and unloading, setting up equipment, promotional materials and prizes. Weight limit varies; averages 35 pounds. Position involves possession and transportation of equipment and assorted merchandise.**

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

**Standard Office Equipment - daily**  
**Calculator – daily**  
**Fax, copier, scanner – daily**  
**Lottery Terminals and Equipment - frequently**  
**PC and related software – daily**  
**State Car – frequently**  
**Telephone, multi-line console – daily**

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**PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.
- Education - General

**High School diploma or equivalent required.**

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Education or Training - Special or professional

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License, certificates and registrations

**Valid State of Kansas Driver's License upon hire and throughout employment.**

Special knowledge, skills and abilities

**Proficient computer skills and experience with Microsoft Suite, including and not limited to Word and Excel required.**

**Excellent communication skills, both written and oral required.**

**Verbal and written fluency in English required.**

**Organizational skills required.**

**Ability to interact with wide variety of people required.**

**Ability to multi-task and take directions from a variety of people required.**

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Experience - Length in years and kind

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#### 28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

**Must pass a security background clearance prior to hire and is subject to periodic updates.**

**Subject to tax clearance upon hire and is subject to periodic updates.**

**Employees of the Kansas Lottery and designated family and household members are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-8701 et seq., and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.**

**Must complete I-9 Form upon hire and update and/or re-verify as required.**

**Must be able to lift and transport varying weights - up to an average of 50 lbs.**

**Long periods of standing, and working in variety of weather conditions.**

**Read and follow directions.**

**By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.**

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date