

Drawing Manager

The Drawing Manager will oversee and complete various lottery game drawings performed by MUSL for its members. The Drawing Manager is responsible for accurately completing game drawings as required by the rules of each jurisdiction as well as MUSL rules and draw procedures. The Drawing Manager conducts drawings in a detailed and specific manner, following all rules, regulations, and procedures as required.

Main Job Tasks and Responsibilities

- Ensure policies and procedures are followed at each drawing.
- Select and test all equipment chosen for the drawings, in accordance with procedures.
- Conduct drawings, record data and present final reports to the jurisdictions through the Draw Reporting System.
- Collect all completed forms for filing after the drawings.
- Maintain a complete and accurate historical file of all drawing forms and tapes.
- Perform all duties associated with the maintenance, repair and certification of all equipment used in conducting the drawings as directed by the Director of Draws and Productions.
- File the Report of Independent Accountants sent monthly.
- Maintain strict confidentiality of procedures, passwords and other sensitive information.
- Report any issues or problems relating to drawings directly to the Director of Draws and Productions and if needed, MUSL IT personnel.
- Work with independent auditors to complete required documents for each drawing.
- Perform repetitive detail-oriented tasks in a time sensitive environment.
- Required to work evenings, weekends, and holidays.

Experience and Education

- BA/BS preferred or comparable combination of education and/or experience
- Two years general office, business, or related experience preferred
- Competent in basic computer skills including, Microsoft Word, Excel

Key Competencies

- critical thinking and problem solving skills
- communication skills
- team work
- adaptability
- stress tolerance
- organizational skills
- information gathering and monitoring skills
- initiative
- confidentiality
- attention to detail and accuracy
- dependability