

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: July 21, 2016

CLOSING DATE: September 15, 2016

CLASS TITLE: Administrative Director

TYPE OF SERVICE: Non-Civil Service

**LOCATION: Commonwealth Tower 5th Floor
Strawberry Square
Harrisburg, PA 17106**

PGCB GE05: \$123,352 - \$174,000

The Pennsylvania Gaming Control Board is a regulatory agency which oversees legalized gaming within the Commonwealth of Pennsylvania through the strict regulation of licensed entities and individuals.

The Administrative Director will have responsibility to supervise the Directors from the following seven (7) Bureaus: Communications, Financial Management, Human Resources, Information Technology, Gaming Lab, Office Services and Compulsive and Problem Gambling.

This position is responsible for the integration of a comprehensive administrative and management services program for the PGCB which includes program areas such as procurement, records management and retention, right to know law requests, workplace safety and budget preparations.

Candidates should possess the ability and proven experience in managing groups of professionals and administrative professionals and be a strategic planner to guide the agency in meeting administrative, management, and technology needs today and in the future.

This position reports directly to the Executive Director of the agency. Work involves assisting the Executive Director in developing management and policy recommendations for the Board's consideration regarding technology, personnel management, agency operating procedures, and financial management.

Work to be performed involves determining goals, objectives, and priorities for the administrative services programs and, when necessary, developing and implementing regulations, policies, procedures, standards, and guidelines to manage program activities; managing the development of budgetary requests; and reviewing proposed legislation for impacts on the agency's programs and resources. Work may also include meeting with casino executives, legislative gaming oversight committees, or other Commonwealth agency officials.

This position is responsible for the oversight of seven (7) Bureaus that reflect complex organizational segments with professional or technical programs and for the evaluation and improvement of such operations.

Leadership will be exercised over a group of Directors responsible for specific agency administrative and operational responsibilities. Work is performed with considerable independence within the framework of Board policies under the direction of the Executive Director and the Board who review work through conferences, reports, and effectiveness of results.

Examples of Work include but are not limited to:

Direct and integrate a comprehensive program of administrative and management services for the PGCB.

Serve as an advisor on administrative matters to the Executive Director and the Board.

Develop, recommend, implement, evaluate, and update short and long-term administrative and operational strategic planning efforts consistent with the agency's mission and overall goals and objectives.

Develop, amend, and interpret policies, procedures, and regulations concerning administrative matters.

Oversee the continued development of staff utilization plans, budgetary plans, agency operating procedures, and project management coordination.

Confer with all PGCB Director level personnel regarding their administrative needs and requirements regarding agency programs, policies, rules, and regulations.

Direct agency efforts to ensure opportunities for relevant training to strengthen PGCB management in their project management competencies.

Review and make recommendations concerning proposed legislation for possible administrative impacts on agency programs.

Oversee agency budget preparations, implementation, and analysis.

Represent the PGCB at various meetings, conferences, legislative hearings, and other events at the discretion of the Executive Director.

Perform other duties as assigned by the Executive Director.

Required Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration.

Knowledge of the principles and practices related to budgeting, human resources management, management analysis, communications, procurement methods, and technology resource planning.

Knowledge of the agency's policies, programs, goals, and objectives.

Knowledge of the principles of effective supervision and leadership.

Ability to lead and establish the agency's long term plan for information technology and administrative programs to meet the agency's goals, objectives, and business needs.

Ability to analyze, evaluate, and recommend changes to agency information technology, administrative, and operational programs to enhance the operations of the agency.

Ability to plan, direct, control, and implement broad and comprehensive administrative programs, involving a variety of professional specialties.

Ability to direct the study and formulation of policy recommendations and program planning tools.

Ability to read and interpret Commonwealth and agency administrative rules, regulations, policies, and procedures.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with Board management and employees, as well as representatives of other agencies within the Commonwealth when necessary.

Ability to supervise professional, technical, and clerical staff in a manner that maximizes productivity.

Minimum Experience and Training:

Eight years of experience directing a management program which should include three years of experience supervising professional employees in an area of administration such as information technology, communications, human resources, budgeting, program analysis, policy analysis, or a related field; and a bachelor's degree in business administration, public administration, management, or a closely related field;

or

An equivalent combination of experience, training, and education.

Professional experience in organizational development is strongly preferred. Extensive project management experience also required.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume, letter of interest, and salary requirements to Joseph Bott at jbott@pa.gov. A copy of this application is available on the PGCB website at www.pgcb.pa.gov. Selected applicants will then be contacted and an interview will be arranged.

NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.

A brief description of the duties is included under the **EXAMPLES OF WORK** section listed above. Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).

IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.

CONTACT PERSON: Joseph Bott

ADDRESS: P.O. Box 69060
Harrisburg, PA 17106

TELEPHONE: (717) 346-8300

E-MAIL: jbott@pa.gov

Identification of Essential Job Functions/ADA

Essential Job Functions for:

The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

1. Operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.
2. Communicate in the English language.
3. Provide and follow instructions.
4. Interpret and apply policies and procedures.