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# OKLAHOMA LOTTERY COMMISSION

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## Job Description

### UI/UX Developer

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<i>Department/Division:</i>	Marketing
<i>Reports To:</i>	Director of Marketing & Administration
<i>Date Adopted:</i>	effective 1/9/19

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#### ***PART I: DESCRIPTION OF POSITION***

**Position Purpose:** This position is responsible for designing user interfaces for both web and native applications, while maintaining UX best practices. This position will work with members of IT and Marketing departments in an iterative process to implement new products and features.

**Principal Activities:** The principal activities include the following:

- Optimize web and mobile applications through an interactive design process.
- Design clean and intuitive user interfaces across multiple devices and platforms.
- Translate concepts into wireframe and mockups. Design and deliver wireframes, user stories, user journeys and mock-ups optimized for a wide range of devices and interfaces.
- Deliver organized design documents compliant with UX standards.
- Practice consistent formatting and work within templates for standardization and scalability.
- Use analytics tools to monitor and define user journeys.
- Participate in QA testing
- Perform other duties as assigned.

**Core Requirements:**

- High moral and ethical standards with clear understanding of security principles and best practices for both web and mobile platforms.
- Experience with responsive web design.
- Proficiency in designing mobile applications
- Thorough understanding of Adobe Creative Suite, specifically Photoshop, After Effects and Illustrator.
- In-depth knowledge and experience with UI/UX product design.
- Outstanding visual design skills
- Thorough understanding of user-centered design principles and best practices.
- Proficiency with the following or similar tools: Sketch, Marvel, Webflow, etc.
- Experience with Google Analytics or similar.

**Essential Functions:** Requirements gathering in collaboration with product managers and engineers. Illustrating design ideas using storyboards, process flows and sitemaps. Designing graphic user interface elements, such as menus, tabs and widgets.

**Other Skills/Qualifications:** Web User Interface Design, Multimedia Content Development, Basic knowledge of HTML/CSS.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Conflict of Interest:** All Oklahoma Lottery Commission employees are prohibited from having a financial interest in any vendor doing business or proposing to do business with the Commission. They may not participate in any decision involving a retailer with whom they have a financial interest. If they leave employment with the Commission, they may not represent any vendor or lottery retailer before the Commission for a period of two (2) years following termination of employment with the Commission.

**Background Investigation:** Oklahoma Statutes require that a background investigation be conducted on each applicant who has reached the final selection process prior to employment by the Commission at the level of division director and above and at any level within any division of security and as otherwise required by the board of trustees of the Oklahoma Lottery Commission. The Commission shall pay for the actual cost of the investigations. The results of a background investigation shall not be considered a record open to the public pursuant to the Oklahoma Open Records Act. The Commission is prohibited from employing any person who has been convicted of any felony or a misdemeanor involving illegal gambling or involving moral turpitude, or any person who is awaiting sentencing on a plea of guilt or nolo contendere to such a felony or misdemeanor.

## ***PART II: KNOWLEDGE AND BACKGROUND REQUIREMENTS***

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Some travel may be required. May require that employee has a valid driver's license and personal auto insurance.

**Preferred Education and/or Experience:** Bachelor's degree in Graphic Design or similar; equivalent combination of training and experience.  
2-4+ years of experience in designing web based applications and mobile applications.

**Language Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.

**Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Literacy:** listed above in core requirements.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, climb, or balance. The employee must occasionally lift and/or move up to 25

pounds. Specific vision abilities required by this job include close vision, distant vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment of characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, or public/private vehicles, for example, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.