

Listing Number: 476-13-08  
Salary: \$67,380.00-\$85,000.00

Opening Date: \_\_\_\_\_  
Closing Date: until filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Deputy Director for Racing Oversight CLASSIFICATION #: B26

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: Austin

REFER TO: Linda Powell By Appointment: Yes X No \_\_\_ TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job \_\_\_\_\_  
Temporary \_\_\_\_\_ Will terminate on \_\_\_\_\_

MERIT SYSTEM: YES X NO \_\_\_ Part Time \_\_\_\_\_ Hours/Week 40

TYPING: YES X NO \_\_\_ W.P.M. \_\_\_\_\_ No more than \_\_\_ errors SHORTHAND: YES \_\_\_ NO X W.P.M. \_\_\_\_\_

TEXAS DRIVER'S LICENSE: YES X NO \_\_\_ Operator \_\_\_\_\_ Commercial \_\_\_\_\_ Chauffeur \_\_\_\_\_

TRAVEL REQUIRED: YES X NO \_\_\_ SHIFTS: 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_ ROTATING \_\_\_\_\_

POSTING APPROVED BY:  DATE: 7/28/13

Executive Director

General Description

Performs highly advanced managerial work providing direction and guidance in strategic operations and planning for the program areas focused on enforcement and oversight of day-to-day racetrack operations. Work involves establishing the strategic plan and goals and objectives; developing guidelines, procedures, policies and rules for the department; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and/or supervises the work of the administration staff. Works under minimal supervision with extensive latitude for use of initiative and independent judgment.

of inspection at racetracks include safety and security, live racing operations, and animal health and safety/drug testing.

- ◆ Works closely with Executive Director and Executive Staff to ensure regulatory programs are operating in accordance with applicable Federal and State laws and rules.
- ◆ Serves as agency liaison with Department of Public Safety and the Texas Veterinary and Medical Diagnostic Laboratory.
- ◆ Coordinates and serves as liaison may represent agency at national level on all aspects of live racing operations, licensing program, and investigative program.
- ◆ May represent and testify before the Legislature regarding agency matters.
- ◆ Oversees the preparation of special reports as requested by agency director, Commissioners, or outside sources.
- ◆ Plans, assigns, and supervises the work of others.
- ◆ Performs related work as assigned.

Essential Job Functions

- ◆ Directs and oversees all aspects of the regulatory program relating to the conduct of live racing that includes monitoring and disciplining occupational licensees through the direct supervision of the Chief Steward/Judge.
- ◆ Directs and oversees all aspects of the regulatory program relating to race animals health, soundness, and drug testing through the direct supervision of the Chief Veterinarian.
- ◆ Position requires frequent travel to live race meetings for oversight of departmental regulatory functions.
- ◆ Directs and oversees all aspects of the regulatory program relating to licensing all individuals involved in pari-mutuel racing through the direct supervision of the Director of Occupational Licensing.
- ◆ Directs and oversees all aspects of the regulatory program relating to investigative and enforcement matters, including human drug testing, through the direct supervision of the Director of Investigations.
- ◆ Provide management and performance data reports.
- ◆ Coordinate budgetary matters and computer system requirements for the division.
- ◆ Oversees division's comprehensive inspection program to ensure compliance and integrity of pari-mutuel racing; areas

Minimum Education and Experience

Graduation from an accredited four-year college or university with degree in business administration, criminal justice, or a related field. Equivalent work experience may substitute for degree. Extensive managerial/supervisory experience recommended.

Knowledge, Skills, and Abilities

Knowledge of management principles, practices, and procedures.  
Experience working at a supervisory level in a Texas Regulatory Agency preferred.  
Knowledge of investigative principles, techniques, and procedures preferred.  
Ability to establish and implement program goals and objectives that support the strategic plan, identify problems and implement solutions, and evaluate policies and procedures.  
Knowledge of racetrack operations, with Texas' laws and rules desirable.  
Excellent verbal and written communication skills.

Proficiency with word processing software.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Linda Powell, P. O. Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.state.tx.us>. Resumes may be submitted in addition to but not in lieu of the employment application.