Listing Number: 476-14-06
Starting Wage: $14.50 - $18.90/HR

Opening Date: 09/29/14
Closing Date: Until Filled
(Agency Use):

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Test Barn Supervisor CLASSIFICATION #: 0154 A13

AGENCY: Texas Racing Commission

ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754 WORK LOCATION: Selma, TX 78154

REFER TO: Dorene Corsentino By Appointment: Yes X No ___ TELEPHONE: 512-833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular ___ Seasonal X**

Temporary ___ Will terminate on ___

MERIT SYSTEM: Yes X No ___ Part Time ___ Hours/Week 40***

TYPING: N/A N/A Yes ___ No ___ SHORTHAND: N/A X YES ___ NO ___

WPM. N/A No more than N/A errors

TEXAS DRIVER'S LICENSE: Yes X No ___ Operator X Commercial ___ Chauffeur ___

TRAVEL REQUIRED: Yes X No ___ SHIFTS 1ST ___ 2ND ___ 3RD ___ Rotating X

POSTING APPROVED BY: ___ DATE 9/29/14

Executive Director

General Description

Perform moderately complex technical program assistance work, supervising the operation of racetrack test barns. Work involves maintaining facilities, updating database records, and supervising personnel involved in pre and post end race urine and blood sample collection, processing, storage and shipment for animal drug testing. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions

- Establishes local operating procedures to implement rules and policies associated with agency drug testing program.
- Responds to inquiries and interprets rules, policies and procedures.
- Trains and monitors performance of personnel who collect the samples.
- Enters data into agency database.
- Inspects laboratory samples and documentation. Stores and ships laboratory samples in compliance with chain of custody rules.
- Conducts periodic inspection of facilities and submits work orders for repairs.
- Maintains inventory of laboratory supplies and equipment.
- Assists in developing policies and procedures.
- Prepares reports, forms and documents. Maintains record keeping and filing systems.

Minimum Education And Experience:

- Graduation from high school or equivalent.
- At least two years of college, with course work in general business or animal science, or two years test barn experience or five years full-time racetrack experience may be substituted for college.
- Experience working with horses is desirable.

Knowledge, Skills, and Abilities

- Knowledge of office practices and administrative procedures.
- Skill in standard office equipment and software.
- Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, policies, and procedures; to communicate effectively, to train others, and to supervise the work of others.

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: Dorene Corsentino, 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.

***Includes weekend and late-night work

**Historically, this position has been seasonal, working only when the racetrack conducts live racing, approximately 30 weeks per year. Travel to other tracks may be required.