

Listing Number: 476-21-06  
Salary: \$92,600 - \$137,367

Opening Date: 08/03/2021  
Closing Date: Until Filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Executive Director

Salary Group: Exempt-Group 3

AGENCY: Texas Racing Commission

ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

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

REFER TO: Human Resources

TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1

DURATION:

Regular X

Seasonal/Summer Job \_\_\_\_\_

Temporary \_\_\_\_\_

Will terminate on \_\_\_\_\_

Part Time \_\_\_\_\_

Hours/Week 40

TEXAS DRIVER'S LICENSE: YES X NO \_\_\_\_\_

Operator X Commercial \_\_\_\_\_ Chauffeur \_\_\_\_\_

TRAVEL REQUIRED: YES X NO \_\_\_\_\_

GENERAL DESCRIPTION:

The chief executive officer, Executive Director, of the Texas Racing Commission implements, manages, and enforces regulations regarding pari-mutuel horse and greyhound racing in Texas. The Executive Director exercises strict control and close supervision over all aspects of pari-mutuel racing including licensing, operation of racetracks, conduct of races, veterinary practices, drug testing, and pari-mutuel wagering. Through leadership and management directives, the Executive Director ensures integrity, security, safety, and fairness in pari-mutuel racing and is responsible for the administration of all laws and regulations as provided under the Texas Racing Act. The Executive Director serves at the will of the nine-member Commission.

- **FISCAL RESPONSIBILITY:** Oversees all aspects of the administrative functioning of the agency. Directs preparation of the biennial Legislative Appropriation Request for Commission approval, meeting critical deadlines. Implements agency programs in accordance with operating budget based on the Legislative Appropriation Request. Monitors spending to ensure efficient use of available resources to maintain agency operations at levels consistent with strategic plan.
- **SUPPORT FOR COMMISSIONERS:** Promotes a positive relationship with the Commission by communicating frequently, encouraging open honest dialogue, and promoting mutual respect. Develops and presents staff recommendations as appropriate or requested by the Commission. Ensures full presentation of relevant information to Commissioners to foster sound policymaking. Responds promptly to Commissioner requests and supports Commission actions in a positive manner.
- **LIAISON/PUBLIC REPRESENTATIVE:** Represents the agency before the Legislature, other governmental bodies, and private organizations in an open, honest, ethical, and professional manner. Serves as spokesperson for the agency with the public and the media communicating appropriately and accurately. Promotes positive working relationships with partner agencies and industry representative organizations.
- **LEADERSHIP AND INITIATIVE:** Provides leadership to the agency and racing industry. Analyzes changes in industry and applicable law and recommends and/or implements

ESSENTIAL JOB FUNCTIONS

- **IMPLEMENT AND ENFORCE TEXAS RACING ACT:** Interprets, implements, and enforces Texas Racing Act, rules, and orders of the Commission in accordance with Commission policy. Develops recommendations for rules and policies for Commission consideration consistent with Commission expressions and applicable law. Initiates consistent disciplinary actions against licensees, directly and through racetrack personnel. Coordinates state resources with federally mandated racing safety and integrity activities, officials, and contractors.
- **STRATEGIC PLANNING AND COMPLIANCE WITH APPLICABLE LAWS:** Develops agency mission, philosophy, goals, and overall strategic plan for Commission approval, meeting critical deadlines. Prepares all required retrospective reports and ensures compliance with applicable statutes and mandates.

appropriate responses. Develops creative and innovative responses to agency and industry issues to achieve agency goals and objectives. Effectively handles crises.

- **PROFESSIONAL DEVELOPMENT:** Pursues professional development through conferences and seminars. Demonstrates willingness to acquire new skills. Shares information obtained through professional development activities with Commissioners and agency personnel as appropriate.

#### MINIMUM EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university. Relevant work experience may substitute on a year-for-year basis.
- Five (5) years of experience in the executive management of a major or comparable size or budget state agency.
- Working knowledge of legislative process and Committees with direct impact on Texas Racing.
- Education and experience as an attorney are beneficial, but not required.
- Experience working in the regulatory functions of racing are beneficial, but not required.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to initiate, organize, coordinate, manage, review, and evaluate overall operations of agency.
- Knowledge of state agency procedures, operations, and regulations, with knowledge of Texas state government processes preferred.
- Thorough understanding of legislative and legislative committees processes.
- Strong leadership skills.
- Excellent English verbal and written communication skills. Fluency in Spanish is beneficial, but not required.

- Availability to travel to meetings at state office buildings, racetracks, and out-of-town conferences.
- Ability to work 'on-call'.
- Knowledge of pari-mutuel industry preferred.
- Knowledge or experience with racing animal health and safety preferred.
- Fully functional in all mobile electronic communication, standard office software, and basics of cyber security.

#### DISCLOSURE:

All Commission employees must undergo and pass 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: Human Resources. PO Box 12080, Austin, TX 78711-2080 or submit application through the Texas Workforce Commission at [www.workintexas.com](http://www.workintexas.com). An application is available on the agency's web site at <http://www.txrc.texas.gov> or at <http://twc.texas.gov/job-seekers-resources>. Resumes may be submitted in addition to, *but not in lieu of*, the employment application.

#### VETERANS:

Use your military skills to qualify for this position or other jobs. Please visit [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military work experience and training courses into civilian job terms, qualifications, and skill sets. Additional military crosswalk information may be found on the Texas State Auditor's website at: [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).