

CLASS TITLE:

**ASSOCIATE DIRECTOR,
RACING AND ATHLETICS**

Class Code: 02526600

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative and supervisory work assisting the Director or Deputy Director in planning, coordinating, implementing, and controlling the statutory functions of the Division of Racing and Athletics in the Department of Business Regulation; to assist the Director or Deputy Director to plan, direct and supervise the various sections with the Division of Racing and Athletics; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in general outline with wide latitude for the exercise of independent judgement and initiative; work is reviewed through submitted reports and conferences for conformance to law, rules, regulations and polices.

SUPERVISION EXERCISED: Plans, organizes, directs, supervises, and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative and supervisory work assisting the Director or Deputy Director in planning, coordinating, implementing and controlling the statutory functions of the Division of Racing and Athletics within the Department of Business Regulation.

To plan, supervise and direct the work of a subordinate staff in the regulation and control of various racing and athletics activities including horse racing, dog racing, jai alai and other similar type events.

To review reports of violations of law, rules and regulations for revocations or suspensions of licenses and other such decisions and to implement the appropriate action to be taken.

To review the various activities of the division and to evaluate the efficiency and effectiveness of work methods, techniques, policies and procedures and to make recommendations to a superior regarding their improvement and to implement such recommendations as appropriate.

To consult and confer with section heads regarding guidelines and assistance in the preparation of reports, legislation and the application and interpretation of policies, standards, laws and regulations.

To perform special studies, projects and assignments for the Director or Deputy Director and to advise commissions, members of the legislature and other state agencies on matters affecting the division.

As required, to conduct or participate in public hearings relative to the division.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of business administration practices and procedures and the ability to apply such practices and procedures relating to racing and athletics activities; a thorough knowledge of the state's laws, rules and regulations concerning racing and athletics within the Department of Business Regulation involving the regulation and control of pari-mutual betting; a working knowledge of the administrative planning and the ability to plan, organize, direct, supervise the work of a subordinate staff; the ability to prepare reports, recommendations and decisions relative to the activities of the division; the ability to establish and maintain effective working relationships with governmental officials, commission members, and other related parties; the ability to represent the department at racing and athletic public hearings; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by completion of courses in business administration and/or law enforcement; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory and administrative position in a public or private regulator body involving the interpretation and enforcement of rules and regulations related to racing and athletics.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 20, 1987

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