

**CLASS TITLE: GAMING & ATHLETICS ADMINISTRATOR**

**Class Code: 02260300**

**Pay Grade: 37A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the overall planning, coordination, administration and implementation of all programs of the Gaming and Athletics Division, including individual and/or company licensing for casino facility operations, personnel, key stakeholders and vendors, pari-mutuel and simulcast licensing, coordination and implementation of boxing, wrestling, mixed martial arts events and other activities within the jurisdiction of the Division; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior with considerable latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to state and departmental guidelines, policies and procedures and applicable laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, reviews and directs the work of technical and administrative staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the overall planning, coordination, administration and implementation of all programs of the Gaming and Athletics Division, including individual and/or company licensing for casino facility operations, personnel, stakeholders and vendors, pari-mutuel and simulcast licensing, coordination and implementation of boxing, wrestling, mixed martial arts events and other activities within the jurisdiction of the Division.

To perform liaison duties and coordinate with personnel in other state agencies involving the oversight and regulation of gaming and athletics programs and operations to ensure maximum efficiency.

To formulate Division strategies and objectives to achieve divisional and organizational goals.

To administer, interpret and enforce laws, rules, regulations, policies and procedures applicable to Divisional programs.

To advise superior(s) concerning existing laws related to gaming and athletics and to recommend, draft and testify concerning legislation, rules and regulations.

To assume administrative responsibility for the Division's budget.

To oversee the retention and storage of Division records.

To oversee inspections of gaming and athletics activities and other related events to ensure compliance with state laws, rules and regulations.

To investigate all complaints regarding matters within the division's purview, and to maintain procedures for managing the same.

To compose and review reports of violations of laws, rules and regulations involving denials, suspensions and/or revocations of licenses.

To summarize report results and make recommendations for appropriate regulatory and/or corrective action.

To conduct staff meetings for the implementation and enforcement of Division programs as well as gaming and athletic policies and procedures in conformance with all applicable laws, rules and regulations.

To attend meetings and serve on committees related to gaming and athletics on behalf of the department.

To prepare reports, studies, projects and assignments on matters affecting gaming and athletics as required by state law.

To represent management in personnel matters and grievance hearings pertaining to gaming and athletics.

To conduct or participate in public hearings relative to gaming and athletics issues.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILL, AND CAPACITIES:** A thorough knowledge of management principles and techniques utilized in program planning, coordinating, administering and implementing programs of the Gaming and Athletics Division; a thorough knowledge of individual and/or company licensing requirements for casino facility operations, personnel, stakeholders and vendors, pari-mutuel and simulcast licensing; a thorough knowledge of the licensing requirements, coordination and implementation of boxing, wrestling, mixed-martial arts and other activities within the jurisdiction of the Gaming and Athletics Division; a working knowledge of current and relevant state and federal laws, rules and regulations, practices and trends utilized in the oversight and regulation of gaming and athletics programs and operations; a thorough knowledge of principles of planning, administration, budgeting, accounting, collection, commission disbursement and financial practices and procedures used in the division; the ability to interpret and enforce all applicable federal and state laws, rules and regulations; the ability to direct, coordinate, supervise and review the work of technical and administrative staff; the ability to conduct gaming and athletics investigations; the ability to compose and review reports and violations of laws, rules and regulations involving denials, suspensions and revocations of licenses; the ability to compose reports, studies, projects and assignments on matters affecting gaming and athletics as required by state law; the ability to effectively resolve complaints; the ability to communicate effectively and efficiently both verbally and in writing; the ability to establish and maintain effective working relationships with staff, personnel in other state agencies and the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a Bachelor's Degree from a college of recognized standing which may include or be supplemented by completion of courses in Business Administration and/or Law Enforcement; and

**Experience:** Considerable employment in a responsible managerial capacity involving the interpretation and enforcement of laws, rules and regulations pertaining to gaming and athletics including the investigative and enforcement process and the resolution of complaints.

Class Created: November 12, 2005

Class Revised: February 17, 2019