

OKLAHOMA HORSE RACING COMMISSION

JOB DESCRIPTION DIRECTOR OF OPERATIONS

Definition:

Under the direction of the Executive Director, the Director of Operations, a full-time employee, provides assistance in the direction, management and control over all areas of responsibility related to organization licensees, Commission employees and participants in racing and gaming.

Examples of Work Performed:

The Director of Operations would be responsible for the following duties:

1. Under direction of the Executive Director, supervise and evaluate all Commission employees.
2. Manage the agency budget in coordination with the Executive Director.
3. Assist the Executive Director in overseeing the overall financial management, planning, system and controls of the agency.
4. As directed by the Executive Director, act as liaison with the horse racing industry and industry-related businesses and associations and keep the Executive Director informed of new developments.
5. Recommend and assist Executive Director in establishing, revising and maintaining rules and regulations regarding horse racing and gaming.
6. Assist the Executive Director in administering all aspects of the Oklahoma Breeding Development Fund Special Account.
7. Assist in maintaining and updating the personnel manual.
8. Assist the Executive Director in the review and approval of all proposed construction on property owned or leased by an organization licensee [racetrack].
9. Assist and evaluate licensing procedures.
10. Maintain functions for ACH/EFT/credit card and PTF.
11. Assist in permanent and emergency rulemaking function.

Knowledge and Requirements:

Computer Skills: Microsoft Office

Knowledge of State PeopleSoft System

Horse racing and gaming experience

Accounting background or education

Previous management experience

Education and Experience:

High School diploma or equivalent. Preference of college degree in business related field OR comparable work experience in the industry.

Work and background experience acceptable to the Commission.

Special Requirements/Prohibitions:

Occasional evening and weekend work required.

The successful applicant must be fingerprinted and checked through the OSBI and FBI as a part of a standard background investigation which includes the Commission checking with the applicant's prior employers and available references. Employment in the position is contingent upon a satisfactory outcome to the background checks at the discretion of the Commission.

In addition to any other restrictions as mandated by statute, Commission Rule, Directive or the agency Personnel Manual, Commission employees are prohibited from wagering on any horse race over which the Commission has jurisdiction; are prohibited from owning in whole or in part any horse which races at an OHRC-licensed racetrack; and are prohibited from receiving any funds from the Oklahoma-Bred Program, a program administered by the Commission.

7/6/16