JOB DESCRIPTION

POSITION: Assistant to Administrator of Racing

LOCATION: Horse Racing New Brunswick, Saint John, NB

STATUS: Full Time – Hourly

DATE OF OFFER: February 14, 2009

GENERAL RESPONSIBILITIES:

- Day-to-day administration of Horse Racing New Brunswick racing operations.
- Communication with staff, horsemen, horsemen groups, Industry representatives and customers.
- Understanding and delivery of racing in New Brunswick.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email.
- Able to communicate effectively: both written and verbally.
    - Communicate and work with staff and volunteers with attention to detail and immediate follow up.
    - Communicate and work with horsemen and general public with attention to detail and immediate follow up.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:
The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.

MAIN RESPONSIBILITIES:

- Creating records, entries and results for Live racing at Horse Racing new Brunswick Locations;
- Day-to-day assistance to the Administrator of Racing;
- Relationship with various industry groups and personnel;
- Short and long term live racing planning;
- Plans and arranges racing schedules for respective racetrack;
- For quality assurance, analyzes the Race Secretaries suggested race card prior to publishing;
- Reviews application requesting permission to enter and train horse for competition;
- Accepts application and entrance fee from owner and trainers;
- Registers names of persons having financial interest in horse;
- Reviews racing information to be published in newspaper, racing form, and daily racing program;
- Directs activities of workers engaged in duties, such as compiling racing information and assigning stable space;
- Records information regarding official racing result to keep file on each horse's ability;
- Records changes of ownership and submits report to track officials;