JOB DESCRIPTION

POSITION: Race Secretary

LOCATION: Horse Racing New Brunswick, Saint John, NB

STATUS: Event Based

DATE TO OFFER : February 14, 2009

GENERAL RESPONSIBILITIES:

- Day-to-day administration of harness racing operations.
- Communication with staff, horsemen, horsemen groups and Industry representatives.
- Understanding and delivery of live harness racing events.

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 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:

- Confers with track management personnel to plan types of races to schedule and to determine purse for each race;
- Assist in setting conditions for each race of the race meeting, regulating the nomination of entries and determining the amounts of purses and to whom they are due;
- Familiarize with the age, class, sex and competitive ability of all horses racing at the meeting;
- Classify horses in accordance with these rules and list horses in the categories in which they qualify;
- Examine all entry declarations to verify information set forth therein and provide the listing of the horses for the daily program;
- Analyzes official papers and past performance records to arrange races between horses of equal experience and ability;
- To maximize the field of each race, handicaps horses using knowledge of handicapping based on data, such as age, sex, total winnings of horse, and races won;
- Examine nominations and declarations of early closing events, late closing events and stakes events to verify the eligibility of all declarations and nominations and compile lists thereof for publication;
- Establish conditions and eligibility for entering races and deliver to the Race Administrator's Assistant for communication to Owners, Trainers, the Commission and for posting in the Race office;
- Complete the draw as required, the Race Secretary shall deliver a list of entries to the Race Administrator's Assistant for posting in a conspicuous place at the track facility's grounds accessible during and after regular business hours;
- For purposes of establishing conditions, winnings shall be considered to include all monies and prizes won up to the time of declaration for the race and winnings during the year shall be calculated from the preceding January 1st.
- Ensure HRNB policies governing classification and race schedules are respected and implemented.
- Perform other duties as requested.
- Wear HRNB attire when working on site.

Horse Racing
New Brunswick