

**RACING SPECIALIST, SENIOR****Nature of Work**

Under general supervision, performs work at the advanced level by providing administrative coordination of and complex technical assistance in a component of a program of the West Virginia Racing Commission. Acts as liaison to facilitate problem resolution and assure compliance with regulations and laws governing the program or technical area. Uses independent judgement in determining action taken in assignment. Supervises or acts as lead worker. Performs related work as required.

**Distinguishing Characteristics**

The Racing Commission Specialist, Senior is distinguished from the Racing Commission Specialist by the broader scope of administrative oversight and responsibility for planning and operational aspects of program or technical area. This level functions in a regularly assigned lead or supervisory capacity.

**Examples of Work**

Administers program area as required by law; promotes program to new participants.  
 Interprets laws and regulations governing program or technical area for participants and staff.  
 Recommends improvements and informs supervisor or manager of program deficiencies.  
 Consults with other program or technical area staff, supervisors, or managers concerning projects and priorities.  
 Leads or supervises subordinates.  
 Analyzes laws and regulations governing program or technical area and applies them appropriately to resolve problems and assure compliance.  
 Monitors changes in laws and regulations and advises participants and other staff.  
 Confers with agency personnel and bank officials to transact business or discuss information.  
 Completes related reports; maintains strict accountability of records.

**Knowledge, Skills and Abilities**

Knowledge of rules, regulations, policies, and procedures of the West Virginia Racing Commission and Thoroughbred Development Fund.  
 Knowledge of horse breeding and thoroughbred racing.  
 Knowledge of the objective of the program or technical area, its procedures, policies, and guidelines, and its relationship to the rest of the agency and the industry.  
 Ability to represent area of assignment and to provide consultation on program or agency concerns.

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**RACING SPECIALIST, SENIOR (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to plan and coordinate work, plan and project needs, and organize work and projects.

Ability to communicate well, both orally and in writing.

Ability to analyze complex situations and use sound judgement in decisions related to functional area.

Ability to assign, direct, and review the work of others.

**Minimum Qualifications**

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Four years of full-time or equivalent part-time paid experience in thoroughbred or greyhound racing or paraprofessional or responsible clerical work which required application of state and federal laws and/or guidelines, of which one year was in an administrative or supervisory capacity.

Established: 8/19/93

Effective: 9/16/93