

Pennsylvania Department of Agriculture

The Department of Agriculture is currently recruiting to fill the following permanent position at Chester Downs Racetrack in Delaware County, PA:

Manager, Racetrack Commission Office (Racetrack Manager) is responsible for directing and coordinating the licensing, investigation, and enforcement program at Chester Downs Racetrack. The position is responsible for assuring that all rules, regulations, policies, and procedures are followed as directed by the State Horse Racing Commission. Supervision is exercised over commonwealth employees involved in the licensing and testing of owners, trainers, drivers, and horses and directing the activities of judges, veterinarians, support staff, and enforcement personnel. Work includes ensuring that racing is being conducted in accordance with state regulations; overseeing the release of purse monies in coordination with racing association staff; and coordinating the investigation of positive drug tests, searches, rule violations, and complaints.

- Minimum experience requirements are a Bachelor's Degree in business or management with four (4) years experience in the harness/horse racing industry, preferably as a racing official, track manager, or state racing Commission employee; or an Associates Degree in business or management with six (6) years of experience in the harness/horse racing industry, preferably as a racing official, track manager, or state racing Commission employee; or Any equivalent combination of experience and training in the racing industry that affords the applicant the ability to manage a race track commission office.
- Salary range \$51,443 to 78,103 commensurate with experience.
- This position is located at Chester Downs Racetrack in Chester, PA (Delaware Co.).
- This position is vendor controlled and the work schedule is determined according to the racing schedule. Work schedule currently is: 9:00am to 5:00pm Tuesday, Wednesday, Thursday, Friday, and Sunday.
- Applicants must apply by going to the Bureau of State Employment website www.employment.pa.gov "Job Opportunities" and apply to the Manager, Racetrack Commission Office (Racetrack Manager) link no later than June 1, 2016. A detailed description of duties and additional details are available at www.agriculture.state.pa.us (About PDA – Employment Opportunities).

If you have any questions, please contact Cathy Smith in the Human Resource Office at 717-787-1065.

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