

Listing Number: 476-18-01

Salary: Up to \$19.35 HR

Opening Date: 11/21/17

Closing Date: Until Filled

(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: TEST BARN SUPERVISOR

CLASSIFICATION NUMBER/SALARY GROUP: 0154, A13

AGENCY: Texas Racing Commission

ADDRESS: 1000 Lone Star Parkway Grand Prairie, Texas 75050

TELEPHONE: 512 833-6699

WORK LOCATION ADDRESS: Lone Star Park

REFER TO: Renee Slaughter

NUMBER OF OPENINGS: 1 DURATION: Regular  Part Time  Hours/Week: 30\*\*(SEASONAL)

WEEKENDS YES  NO  HOLIDAYS YES  NO  TYPING: YES  NO  W.P.M. 35

TEXAS DRIVER'S LICENSE: YES  NO  Operator  TRAVEL REQUIRED: YES  50%

POSTING APPROVED BY: \_\_\_\_\_

DATE: 11-28-17

Executive Director

General Description:

Perform moderately complex technical program assistance work, supervising the operation of racetrack test barns. Work involves maintaining facilities, updating database records, and supervising personnel involved in post-race urine and blood sample collection, processing, storage and shipment for animal drug testing. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

barn experience or three years full-time racetrack experience may be substituted for college.

- ◆ Experience working with horses is desirable.

Knowledge, Skills, and Abilities:

Knowledge of office practices and administrative procedures.

Data entry with close attention to detail.

Skill in standard office equipment and software.

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, policies, and procedures; to communicate effectively; to train others; and to supervise the work of others.

Essential Job Functions

- ◆ Establishes local operating procedures to implement rules and policies associated with agency drug testing program.
- ◆ Responds to inquiries and interprets rules, policies and procedures.
- ◆ Trains and monitors performance of personnel who collect the samples.
- ◆ Enters data into agency database.
- ◆ Inspects laboratory samples and documentation. Stores and ships laboratory samples in compliance with chain of custody rules.
- ◆ Conducts periodic inspection of facilities and submits work orders for repairs.
- ◆ Maintains inventory of laboratory supplies and equipment.
- ◆ Assists in developing policies and procedures.
- ◆ Prepares reports, forms and documents. Maintains record keeping and filing systems.
- ◆ Testify in hearings and trials as needed.
- ◆ Perform duties and responsibilities of a licensing technician as needed.

MILITARY OCCUPATIONAL CODES:

The Military Occupational Specialty (MOS) codes applicable to this position are: 001810, 3000, 42L, 3A151, 0111, 4T0X1

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

\*\* Includes weekend and late-night work.

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Renee Slaughter, PO Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Ste 110, Austin, 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our website at <http://www.txrc.texas.gov>. Resumes may be submitted in addition to, but not in lieu of, the employment application.

Minimum Education and Experience:

- ◆ Graduation from high school or equivalent.
- ◆ At least two years of college, with course work in general business or animal science. One year test