

## OQHRA Position Announcement

Resumes are due by June 15, 2009, should be submitted to [oghra@aol.com](mailto:oghra@aol.com) or faxed to 405-216-0770 and should include contact information for references.

Position Title: **ASSISTANT DIRECTOR**

This description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The position may require an individual to perform job-related responsibilities and tasks other than those stated in this specification.

### SUMMARY OF POSITION

This is a responsible position that requires a moderate to high level of administrative, computer, and communication skills. The position involves varying degrees of complexity but will require an individual that is willing to make an extra effort to become well educated and informed on the regulatory and administrative protocols of the horse racing industry. Duties involve use of initiative, discretion, and independent judgment in the production of correspondence, assimilation of statistical research, special projects and related activities. Requires direct interaction with horsemen, owners, regulatory authorities, racetrack employees, and other individuals as may be involved in the horse racing industry. During some periods of the year the position may require long and irregular hours, and out of town travel. The ideal candidate will have an above average working knowledge of the horse racing industry. Salary range for the position is \$30,000 to \$50,000 and will be based on experience and skill levels.

### ESSENTIAL JOB DUTIES

Attend all Board of Directors and OQHRA Committee meetings and draft regular monthly news articles to communicate actions of the Board to the membership.

Research, review, and analyze regulatory and legislative issues which affect the horse racing industry in Oklahoma and provide such information to the Executive Director and the Board of Directors as required.

Assist in representation of horsemen's issues with racetracks, racing commission, legislative committees, or other racing associations as may required by the Executive Director and the Board of Directors.

Assist in preparation of marketing and promotional strategies to promote mixed breed racing in Oklahoma.

Research, collect data, and prepare, and distribute communications, reports, or press releases on a daily, weekly, and monthly basis as required to keep the membership informed as to the current events affecting horse racing in Oklahoma.

Attend industry related events, fundraising events for candidates for state elected positions, and participate as directed in public relations events with various organizations or individuals to help convey the positive aspects of racing to the public.

## KNOWLEDGE, SKILLS, & ABILITIES

Must possess or be willing to acquire a thorough knowledge of State and Federal legislative process and regulatory authority.

Must be able to develop significant relationships with racetrack management, racing commission staff, racing officials, elected and appointed officials of State and local governments.

Must have sound administrative and supervisory skills and exhibit management skills involving principles as well as people.

Must have excellent written and verbal communications skills, including public speaking and group presentations.

Must have general knowledge of methods and techniques of research, statistical analysis, and presentation.

Must have average or above average computer skills, including the use of Word, Excel, PowerPoint, Access, Publisher, and have the ability to learn other software as required by the position.

Must have general knowledge and skills required to constantly maintain timely and informational websites; and to plan and direct development of enhanced forms of electronic communication with members and industry affiliates.

Must have skill in researching, compiling, and summarizing informational materials.

Must have ability to organize work, set priorities, and meet critical deadlines and follow-up assignments.

Must have general knowledge of records management and ability to assist in budget preparation and staff management consistent with budgetary guidelines.

## WORKING REQUIREMENTS/ PHYSICAL REQUIREMENTS:

Convey a professional and positive image and attitude regarding OQHRA  
Constantly demonstrate commitment to professional growth and development  
High-stress position based on responsibility to answer to Executive Director, Board of Directors and membership often for the actions of others.

Handles detailed or complex concepts and problems and makes rapid decisions regarding administrative issues and compliance with board adopted Policy.

Maintains flexible work schedule to meet the various demands of the position. Hours may be long and irregular.

Primarily local travel required with some out of town stays during race meets outside of Oklahoma City.

Willingness to use personal vehicle for OQHRA business (mileage reimbursement provided)

Requires both indoor and outdoor activities and using a telephone for extended periods of time