



DELAWARE DEPARTMENT OF
AGRICULTURE

2320 SOUTH DUPONT HIGHWAY
DOVER, DELAWARE 19901
AGRICULTURE.DELAWARE.GOV

TELEPHONE: (302) 698-4500
TOLL FREE: (800) 282-8685
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JOB POSTING

**Administrator of Delaware Harness Racing Commission
(Exempt Position)**

Salary Range: \$69,259 - \$95,569

Closing Date: March 31, 2024

As an employee of the State of Delaware, Department of Agriculture, the Administrator will represent the state's interests at the two harness racing tracks, Bally's Dover and Harrington Raceway. The Administrator oversees the daily activities of the Delaware Harness Racing Commission (DHRC) including enforcement of harness racing rules and regulations, licensing all aspects of harness racing, ensuring health and safety, drug testing, and staff supervision. The DHRC staff includes: Judges, Veterinarians, Identifiers, Inspectors, Investigators, laboratory personnel and office staff. The Administrator will serve as liaison between the state and track management as well as the primary contact between the Commission and the horseman's association. In addition, the Administrator is the point of contact between the DHRC and other state agencies such as the Department of Justice, the Department of Finance and the Lottery Office. The DHRC contracts most of the required laboratory services for equine and human drug testing to the private sector and the Administrator is responsible for oversight of those contracts and associated activities.

Specifically, the Administrator is chief regulatory officer; tracks industry trends and develops new rules and regulations as needed; assigns, delegates and tracks investigative work; supervises all DHRC staff; tracks all fees, fines and penalties on a monthly basis; reports all harness racing activities to the Secretary of Agriculture and the Delaware Harness Racing Commission; prepares annual reports; prepares yearly budgets; monitors and tracks all DHRC revenue and expenditures; stays apprised of industry trends and participates in national racing associations; and performs other duties as assigned by the Secretary of Agriculture and the Delaware Harness Racing Commission.

This is an exempt position with the State of Delaware within the Department of Agriculture and comes with a generous benefits package, details of which can be reviewed at <https://dhr.delaware.gov/benefits/>. Interested applicants **must submit a resume by March 31, 2024** to the following address: Department of Agriculture, Human Resources, 2320 South DuPont Highway, Dover, DE 19901.



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Conditions of Hire

Applicants must be legally authorized to work in the United States. The State of Delaware Executive Branch participates in the Federal E-Verify system where the State will provide the federal government with each new hires Form I-9 information to confirm that you are authorized to work in the U.S.

Accommodations

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.