



POSITION ANNOUNCEMENT

POSITION: Off-Track Betting & Racing Supervisor

DATE OPENED: February 9, 2024

DATE CLOSED: When filled

SALARY: \$75,000 - \$80,000 Annually

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals and live horse racing bringing nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds.

The Alameda County Fair team is driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our community. As employees, we focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

POSITION SCOPE:

This full-time, exempt position is responsible for managing the OTB and Racing Operations, staff and schedules, maintaining facilities, coordinating with related contractors and partners and managing live racing operations during the annual Fair. The Off-Track Betting & Racing Supervisor reports to the Director of Entertainment, Agriculture & Programs.

YOU WILL:

- Provide superior customer service
- Maintain a positive rapport with other departments and on-site vendors
- Work weekends and holidays; evenings as necessary
- Communicate, collaborate and supervise the OTB and Grandstand staff and Racing operations
- Work with Director on preparing and managing the annual budget for the OTB and Live Race meet
- Work with California Association of Racing Fairs (CARF) with planning of the live race meet, including the California Horse Racing Board (CHRB) racing license
- Participate in planning the live race meet promotions, hiring, and scheduling goals
- Prepare presentations for the Racing and Equestrian Committee
- Find and implement opportunities to increase site revenues
- Oversee and manage the security of the facility to ensure the safety and security of patrons, staff and facility
- Recruit, hire and manage staff for the OTB
- Comprehend and enforce the CHRB Rules, Regulations and Laws
- Intervene and resolve customer disputes
- Participate in negotiations on collective bargaining agreements with unions
- Manage multiple contracts
- Manage Bingo partner
- Ensure the building is clean and well maintained
- Participate as a member of the Operational Management Team
- Maintain and enforce the policies and procedures of the facility
- Maintain excellent working relations with the CHRB staff, Stewards and Investigators.
- Attend CARF meetings and CHRB meetings as needed.

REQUIRED KNOWLEDE, SKILLS AND ABILITIES:

- Satellite Supervisor CHRB license is required or the ability to qualify to obtain one
- BS/BA in related field or 4 years supervisory experience in Racing or an OTB facility
- Knowledge of and willingness to adhere to CHRB Rules and Regulations are required
- Ability to communicate effectively, both orally and in writing
- Demonstrated history of providing excellent customer service and knowing customer's likes and dislikes
- Willingness to adhere to all Facility rules and regulations and safety procedures
- Ability to engage and interact professionally with OTB customers

- Proven ability to build and maintain positive working relationships with management, co-workers, clients and customers using principles of good customer service
- Requires a willingness to take on new responsibilities and challenges as well as being open to change and flexibility in the workplace
- Computer skills including, but not limited to, Microsoft Suite, Teams
- Experience managing contracts
- Experience negotiating union contracts, a plus
- Excellent knowledge of Horse Racing Industry

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume:

jobs@alamedacountyfair.com

By fax: (925) 426-5196

By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Traci Brumm