



POSITION ANNOUNCEMENT

POSITION: Racing Operations Manager

DATE OPENED: April 25, 2024

DATE CLOSED: When filled

SALARY: \$90,000 - \$115,000 per year; based on experience

POSITION SCOPE:

This full-time, exempt position is responsible for managing the Racing Operation, Off-Track Betting, Barns, related contractors and partners, overseeing the Golden State Racing contract and the live racing operations during the annual Fair and Golden State Racing Meet. The Racing Operations Manager reports to the Director of Entertainment, Agriculture & Programs.

YOU WILL OVERSEE:

Off-Track Betting Facility

- Coach, manage and develop the Off-Track Betting Facility Supervisor
- Direct the Off-Track Betting operation including budgeting and financial reviews
- Collaborate with marketing team to create marketing and promotions at the venue
- Develop and implement opportunities to increase venue revenues
- Oversee Bingo promoter and contract
- Oversee Master Concessionaire at venue
- Manage security and janitorial teams

Pleasanton Equestrian Center

- Coach, manage and advise the Pleasanton Equestrian Center Superintendent
- Plan stabling during the annual Alameda County Fair and year-round racing for Golden State Racing (GSR)
- Provide oversight of Track maintenance operations, daily training, security and janitorial services
- Manage contract services for barn operations

Fair time Racing Operations

- Manage Grandstand operations
- Manage budgeting and reviewing financial reports
- Assist with the application for California Horse Racing Board (CHRB) License
- Effectively communicate with internal and external partners
- Participate in planning the live race meet, promotions, hiring and scheduling
- Prepare presentations for the Racing and Equestrian Board Committee meetings
- Comprehend and enforce the CHRB rules, regulations and laws
- Proactively resolve customer disputes to address concerns and find satisfactory resolutions.
- Maintain excellent working relations with the CHRB staff, Stewards and CHRB Investigators
- Manage compliance related to racing and facilities
- Works evenings, weekends and holidays
- Manage compliance related to racing and facilities

CARF (California Association of Racing Fairs) partnership and contract

- Oversee Golden State Racing operations
- Liaison across multiple departments to achieve racing needs
- Manage multiple contracts and collective bargaining agreements
- Work evenings, weekends and holidays

AS PART OF THE STRATEGIC MANAGEMENT TEAM, YOU WILL:

- Represent ACAFA interests in CHRB and other regulatory and industry organizations
- Manage compliance related to racing and facilities
- Develop and evaluate staff through multiple methods of communication
- Build and manage annual budgets for responsible areas
- Ensure the safety and security of guests and staff
- Maintain and enforce the policies and procedures of the facilities
- Attend CARF and CHRB meetings as needed
- Provide superior customer service to all clients and stakeholders
- Maintain a positive rapport and work effectively with other departments and on-site vendors

YOU WILL BRING THESE KNOWLEDGE, SKILLS AND ABILITIES:

- CHRB license is required or the ability to qualify to obtain one
- BS/BA in related field or 4 years supervisory experience in Horse Racing
- Excellent knowledge of Horse Racing Industry
- Understanding and knowledge of CHRB Rules, Regulations and Law is required
- Willingness to adhere to all CHRB and Facility rules and regulations and safety procedures
- Ability to communicate effectively, both orally and in writing
- Demonstrated history of providing excellent customer service
- 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 and collective bargaining agreement

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 that bring in 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!

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

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