**The Virginia Racing Commission of the Commonwealth of Virginia seeks a new Executive Secretary:**

Located in Henrico (Richmond area), Virginia, this full-time position is responsible for the daily operations of the state agency regulating pari-mutuel thoroughbred and standardbred racing in Virginia. The Executive Secretary reports to the five-member Racing Commission which is appointed by the Governor of the Commonwealth and the Secretary of Agriculture and Forestry. The Virginia Racing Commission is responsible for promoting, sustaining, and growing the native horse racing industry in Virginia, including control of all horse racing with pari-mutuel wagering conducted in the Commonwealth.

Qualifications:

General knowledge of horse racing, breeding, and pari-mutuel wagering preferred. Demonstrated management and communication skills. Experience in working with the administration of government and the legislative process. Basic knowledge of accounting procedures and budget preparations. Skill in communicating with racing commissioners, general public, political and business leaders, and horse racing stakeholders. Some college preferred with course work emphasis on management, administration, public relations, or accounting.

All applications for this position must be completed online at   
[www. jobs.virginia.gov](https://jobs.agencies.virginia.gov/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=1108125)

Position opens **April 15, 2016** for applications – review of applicants begins on **May 16, 2016** – Position is open until filled.  
  
This is an At Will position which is under recruitment by the Virginia Racing Commission. The position serves at the pleasure of the VRC under the Secretary of Agriculture and Forestry.

The Commonwealth of Virginia Is An Equal Opportunity Employer