

Job Bulletin:

Race Administration Official

Advertisement # 43788
Race Administration Official
Seasonal/Part-Time (May to October) (2 positions)
Gaming Services Department, Operations Unit

Closing Date: March 4, 2025
Salary Range: \$36.60 - \$44.26 hourly, effective March 22, 2025 (6XH)

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) regulates the province's liquor, gaming, cannabis, and horse racing industries. We license liquor sales, service and manufacturing, gaming employees, products, and operations; retail cannabis stores; and horse racing. We strive to serve the public interest by regulating these industries in a respectful, impartial, and balanced manner.

The LGCA is seeking a highly motivated individual to work within the Gaming Services Department, which is part of the Operations Unit. The Race Administration Official position is to provide reasonable assurance that all horse racing activities licensed or authorized by the Liquor Gaming and Cannabis Authority (LGCA) are conducted safely, honestly, with integrity and in the public interest, and are operated in accordance with legislated requirements. The incumbent may work in both the thoroughbred and standardbred live racing season.

Qualifications

The successful candidate must have:

- A post-secondary diploma or certificate in agriculture, business, or public administration and five to ten years experience in the pari-mutuel horse racing industry. Experience in a regulatory environment is an asset. A combination of education and experience may also be considered.
- Strong communication skills, both oral and written, to effectively communicate with staff, clients, and stakeholders, and prepare written material for a variety of audiences.
- Strong inspection and investigative skills, including conducting interviews and administering tests to ensure compliance with legislative and regulatory standards.
- Strong problem-solving, sound judgement, decision-making, and analytical skills.
- Strong political acumen and incumbent must display diplomacy, professionalism, and assertiveness to present unfavourable decisions or information without provoking anxiety and defensiveness.
- Knowledge and experience interpreting and applying policies, legislation, regulatory standards, and rules of horse racing.
- Strong interpersonal skills to build and maintain professional relationships with diverse clients and stakeholders.
- Strong organizational and time management skills with the ability to plan, balance and manage multiple work demands and deadlines.
- Demonstrated ability to work independently as well as in a team environment.
- Proficiency with Microsoft 365.

The following qualifications are desired:

- Proficiency in French.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

Duties:

Reporting to the Supervisor, Gaming Services, the Race Administration Official will be responsible for enforcing all rules and regulations pertaining to licensed horse racing in Manitoba during the live racing season for thoroughbred and standardbred racing. Duties include officiating live races, making decisions regarding possible rule violations, assisting in drug testing for human and equine participants, reviewing licence applications, and conducting investigations. The Race Administration

This document is available in alternate formats, upon request.



Official will interact with internal and external stakeholders, and other horse racing regulators across North America.

Additional Information:

- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection exercise/test.
- Applicants must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- A positive attendance record will be a consideration in the screening process.
- Satisfactory work performance in the preceding 12 months is required.
- A satisfactory criminal record check is a condition of employment.
- A valid Manitoba's driver's licence, access to a vehicle and ability to travel periodically throughout Manitoba are required.
- May be required to meet medical examination requirements upon request.
- Must be physically capable of performing the routine manual labour components of the position, which may include but are not limited to occasional lifting of objects weighing 7-23 kilograms (i.e. saddles), walking considerable distances, walking on uneven surfaces, climbing stairs, exposure to inclement weather conditions and exposure to moderate noise levels.
- This position may be required to enter barn and stable areas of the backstretch and will be exposed to dust, wind and animal allergens.
- Working hours will be irregular and involve day/evening/night and weekend work.
- May be required to work through breaks and lunch breaks.
- The Race Administration Official position is based at the LGCA racetrack office located at 3975 Portage Avenue, Winnipeg, MB.
- The live racing season is from May to October.

The LGCA has a comprehensive compensation and benefits package that includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity leave top-up plan, family related leave and a defined benefit pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). Training, educational support and career development opportunities are also available.

Apply to:

Advertisement # 43788
Liquor, Gaming and Cannabis Authority of Manitoba
Human Resources
1055 Milt Stegall Drive
Winnipeg MB R3G 0Z6
Fax: 204-927-5384
Email: resumes@LGCAMB.ca

Please quote your name and the advertisement number in the subject line of your email.

Please submit your cover letter, resumé and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox, or any cloud-based storage systems as a substitute for PDF documents.

Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided considers the applicant's individual accessibility needs.

Employment equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities, and persons with disabilities.

We thank all who apply. Only those selected for further consideration will be contacted.

Visit LGCAMB.ca to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.

