

KENTUCKY HORSE RACING AND GAMING CORPORATION
JOB DESCRIPTION

JOB TITLE: Gaming Licensing and Administration Coordinator
DEPARTMENT: Gaming
REPORTS TO: Directors of Pari-Mutuel Wagering and Sports Wagering

JOB SUMMARY:

The Gaming Licensing and Administration Coordinator supports the Kentucky Horse Racing and Gaming Corporation's (KHRGC) Gaming Division by managing licensing processes and overseeing administrative functions for all gaming operations, including pari-mutuel wagering and sports wagering.

The Gaming Licensing and Administration Coordinator must be detail-oriented, highly organized, and capable of managing multiple priorities in a fast-paced regulatory environment. This position is instrumental in facilitating licensing procedures and supporting the overall efficiency of KHRGC's gaming operations.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Administer and oversee the licensing process for individuals and entities involved in pari-mutuel and sports wagering operations.
- Ensure compliance with state regulations and KHRGC policies related to gaming licenses and administrative functions.
- Maintain accurate and up-to-date licensing records, databases, and documentation.
- Process and review license applications, renewals, and background checks as required.
- Provide administrative support to the Gaming Division, including handling correspondence, recordkeeping, data entry, and report preparation.
- Assist the Gaming Division Directors in preparing materials for Board meetings, committee meetings, and presentations before members of the legislature.
- Assist in the development and implementation of procedures related to licensing and regulatory administration.
- Serve as a point of contact for licensees and applicants, responding to inquiries and providing guidance on licensing requirements.
- Manage the general sports wagering and pari-mutuel wagering communication email inboxes and phone lines.
- Respond to inquiries from the public and route complex questions to appropriate staff.
- Coordinate with internal departments and external stakeholders to ensure efficient operations and regulatory compliance.
- Support the Gaming Division Directors in executing KHRGC's regulatory duties and operational responsibilities.
- Requires sitting at a computer for long periods.
- May require periodic travel, with occasional overtime and/or alternate schedules as needed.
- Other duties and tasks as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE:

- Bachelor's degree required. 2-4 years of experience in administrative support, licensing, operations management, or a related field preferred.
- Understanding or experience with licensing, compliance and/or administrative processes preferred.
- Exceptional organizational skills and attention to detail.
- Strong interpersonal and communication skills, both written and verbal, with the ability to provide effective customer service to internal teams and external stakeholders.
- Demonstrated ability to convey information clearly and professionally.
- Ability to work both independently and collaboratively, demonstrating teamwork, adaptability, confidentiality, and initiative.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Proficiency in recordkeeping, database management, and office administration.

COMPENSATION:

Compensation will be based on experience. KHRGC employees participate in the Kentucky Employees Retirement System, and are eligible to participate in the Kentucky health, life, and deferred compensation programs.