



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: FEBRUARY 1, 2017
JOB TITLE: EXECUTIVE DIRECTOR

CLOSES: APRIL 28, 2017
**DEPARTMENT: TRIBAL GAMING
REGULATORY OFFICE**

REPORTS TO: TRIBAL COUNCIL

HOURS: FULL TIME – 40 HRS/WK

SALARY: SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Serves as the chief administrator for the Puyallup Tribe's Tribal Gaming Regulatory Office. The Executive Director reports to the Tribal Council; is charged with the duties specifically listed in the Tribal Gaming Ordinance, and has full responsibility for the day-to-day management of the Regulatory office, staff, enforcement of the Tribe's gaming laws and regulations, and maintaining the system for background investigations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administer the provisions of the Tribal Gaming Ordinance and all gaming regulations adopted by the Tribal Council.
2. Correspond with the National Indian Gaming Commission to maintain compliance with the rules and regulations of that agency, including submission of audits and licensing reports.
3. Supervise and manage all tribal employees assigned and/or hired to work in the Tribal Gaming Regulatory Office.
4. Supervise and administer the issuance of licenses for employees working in gaming facilities regulated by the Tribe, including: a) developing and managing an adequate system which ensures background investigations are conducted, and b) reviewing all applications and background investigations to determine whether an applicant is eligible for a gaming license.
5. Conduct and maintain observations on all gaming activities conducted within the Reservation boundaries.
6. Confer with the Tribal Council on a regular basis, and may at times be requested by Tribal Law Enforcement to assist in investigations involving criminal violations of gaming laws.
7. Draft and recommend gaming regulations necessary to accomplish the goals of the Tribal Gaming Ordinance.
8. Assure that all gaming activities are conducted in a manner which adequately protects the environment and the public health and safety.
9. Arranges annual outside audit and reports results to NIGC.

10. Maintains budget process and expenditures.

11. Performs such other tasks as directed by Tribal Council.

SUPERVISORY RESPONSIBILITIES

Manages three subordinate supervisors who supervise a total of 18 employees in Field Operations, Licensing, and Class II. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or an A.A. degree with detailed knowledge of the Tribal/State Compact and Tribal Gaming rules and regulations and NIGC and IGRA regulations; and a minimum of two years experience in the regulations and control of gaming activities; or equivalent combination of education and experience. Must have at least three years as a Director or Manager in a supervisory position. Experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.).

Additionally, the Executive Director must submit to, and pass, a detailed background investigation. Preference will be given to applicants with experience in legal, gaming, or law enforcement. No one convicted of a felony of any kind, or a misdemeanor related to illegal gambling or bribery can serve as Executive Director. The Executive Director or members of his/her immediate family may not have any financial interest in any gambling activity regulated by the Tribe, and may not gamble in any gaming establishment subject to regulation by the Tribe.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

Valid Washington state drivers license and proof of insurance.
Must pass criminal, financial, and personal background check.
Law enforcement credentials.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear.
- The employee occasionally is required to sit.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee, client and customer contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

The undersigned has reviewed this job description and understands and acknowledges that this job description is a complete description of the duties and responsibilities of the position, and further acknowledges that they are able to perform the essential functions and physical demands as required by the position.

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*