



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: FEBRUARY 1, 2017

JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: TRIBAL COUNCIL

CLOSES: APRIL 28, 2017

**DEPARTMENT: TRIBAL GAMING
REGULATORY OFFICE**

HOURS: FULL TIME – 40 HRS/WK

SALARY: BASED ON MATRIX + BENEFITS

POSITION SUMMARY:

Serving as the chief administrator for the Puyallup Tribe's Tribal Gaming Regulatory Office (TGRO), 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, b) reviewing all applications and background investigations to determine whether an applicant is eligible for a gaming license, and c) maintaining and ensuring confidentiality and security of all licensing records (including electronic records).
5. Conduct and maintain observations of all gaming activities conducted within the Reservation boundaries and advise on solution to meet requirements and best practices.
6. Confer with, and provide reports to, the Tribal Council and the Gaming Advisory Commission on a regular basis, but not less than quarterly.
7. Assist Tribal Law Enforcement as necessary in investigations involving criminal violations of gaming laws.
8. Draft and recommend gaming regulations necessary to accomplish the goals of the Tribal Gaming Ordinance.

9. Maintain a system for timely review and approval of gaming enterprise internal controls.
10. Assure that all gaming activities are conducted in a manner which adequately protects the environment and the public health and safety.
11. Ensure results of the annual outside audit are reported to NIGC as required.
12. Maintains budget process and expenditures.
13. Responsible for assisting and cooperating with WSGC on all establishing rules with regard to gaming and licensing requirements.
14. Responsible for assisting and cooperating with NIGC on gaming activity with BJ's Class II licensing requirements.
15. Performs such other tasks as directed by Tribal Council.

SUPERVISORY RESPONSIBILITIES

Manages and is responsible for the overall direction, coordination, and evaluation of a sufficient number and configuration of staff to achieve the mission, objectives, and regulatory requirements of the TGRO. The staff configuration includes, but is not limited to Field Operations, Licensing, and Class II, Carries out supervisory and leadership responsibilities in accordance with the Puyallup Tribe's policies, procedures, and applicable laws and best business practices. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; motivating performance to achieve optimum outcomes; appraising performance and taking appropriate personnel actions when necessary; addressing issues; 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 an accredited four-year college or university in the area of management, business, or a related gaming field is required; and at least five years of director level supervisory and leadership experience including training and team development; detailed knowledge of gaming, NIGC, and IGRA rules and regulations; and a minimum of five years of experience in the regulation and control of gaming activities. Experience in Tribal gaming preferred. Professional certification as a Certified Fraud Examiner (CFE) is preferred. Demonstrated experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.) is required.

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 theft, illegal gambling, bribery or other crime of moral turpitude 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 and Communication Skills

Ability to read, analyze, and interpret complex rules and regulations, financial reports, and legal documents. Ability to respond to effectively to inquiries or complaints from customers, regulatory agencies, gaming personnel, or members of the business community in a professional manner. Ability to prepare and write reports, presentations, procedures, documents, and articles for publication that conform to standard business writing and grammatical style and format. Ability to make effective persuasive presentations and present information to top management, the Tribal Council, the Gaming Advisory Commission, 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 apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Licenses or Certificates

Must have and maintain a valid Washington state driver's license and proof of insurance.
Must pass criminal, financial, and personal background check prior to and periodically after hire.

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 25 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

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*