



Smith River Rancheria Position Description

Title: Gaming Agency Director
Class: Management
Status: Full Time
Supervisor: Tribal Gaming Agency Commission
Effective Date: June 2014

Department: (13) Gaming Commission
FLSA: Exempt
Pay Grade: X (\$24.78 - \$34.96)
Subordinates: Gaming Agency Staff

Position Summary:

This position is located on Smith River Rancheria and is a highly responsible staff position for the Tribe. It serves as a primary staff linkage between implementing the directives of the State Compact, Tribal Gaming Ordinance, and the activities of the Tribal enterprise (Lucky 7 Casino). The Gaming Agency Director is responsible for the protection of Tribal assets and overseeing the regulatory compliance and lawful operation of Lucky 7 Casino. Employee is under the direction of the Smith River Rancheria Gaming Commission. The Gaming Commission is the gaming legislative body and judiciary. The Commission gives direction on standards compliance, conducts hearings on gaming license disputes, patron disputes and some employee disputes.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Provides direction, planning, supervision and management with the assistance and support of the Tribal Gaming Commission.
- Review and approve background investigation are conducted on all employees, management personnel, and vendors/investors for licensing.
- Recommends fee schedules for processing background investigations, licenses, and cost of fingerprint processing to the Gaming Commission for review and approval.
- Ensure fingerprints of all Gaming/Lucky 7 Casino employees are obtained and the fingerprints submitted to the NIGC and/or the state Gaming Agency, as applicable.
- Ensure all background investigation reports are prepared and forwarded to the NIGC and/or the State Gaming Agency, as applicable.
- In the event an applicant appeals a license decision, the director will prepare a response and provide testimony to the Gaming Commission in answer to the appeal at each of the following steps;
 - Appeal to the TGA Director
 - Appeal to the Gaming Commission
 - Appeal to the Tribal Court
- In the event of public/patron or other internal disputes and/or concerns, the Director will make an effort to resolve the problem. In the event this is not possible, the Director will conduct, or cause to be conducted, an investigation of the facts and present the results of the investigation to the

Gaming Commission to assist in the settlement of the dispute, including hearing(s) before the Commission.

- The Director shall ensure compliance with all laws and regulations, as pertaining to gaming activities and the facility. Shall ensure the gaming facility is maintained and operated in a manner that protects the environment, public health and safety of the patrons and employees.
- Ensure all internal controls are provided by Casino Management to the Gaming Commission for review and approval. Shall provide appropriate guidance to allow the Commission to promulgate and issue regulations.
- Responsible for maintaining a positive office environment with regards to respecting the dignity of every employee, with the expectation that every employee show respect for all colleagues, customers, and vendors.
- Employee shall ensure the annual audit is completed in a timely manner when called for by the Commission or regulations.
- Shall prepare and submit to the Gaming Commission an annual budget for their approval.
- Shall oversee the management of the Surveillance and Compliance functions, with direct supervision of the Administrative Assistant, Compliance Officers and Surveillance Supervisor. Guide and advise the Compliance Officers to ensure regulations and California State Compact are adhered to.
- Shall keep in contact with the Federal and California Gaming regulators to keep updated on any changes in regulations, report such actions and contacts to the Gaming Commission.
- Maintain current State of California Compact, Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), Smith River Rancheria Gaming Ordinance, Tribal Law and regulation, and other Ordinances in a format available for review.
- The employee performs within the limits of specified guidelines. Judgment is required in locating, selecting and applying appropriate guides to accomplish assignments.
- Perform other position related duties as directed by the Gaming Commission.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Knowledge of Gaming operation, practice of gaming law, gaming controls, law enforcement, accounting, and public administration.
- Must have legal or regulatory related background for the purpose of interpreting complex gaming law and should have a working knowledge of Indian Law.
- Experience in the administration of programs serving needs of American Indian Reservations.
- Must be able to communicate effectively, both orally and in writing.
- Must be familiar with all aspects of California Indian Gaming, including the California / Tribal Gaming Compact, the Federal Indian Gaming Act, and the Indian Civil Rights Act.
- Have practical knowledge of planning and implementing programs that require knowledge in specialty fields of Gaming, Fiscal Management, Personnel Management and other Federal, State, and County regulations.
- A high school diploma or equivalent.
- Bachelor's degree in Business Administrations, Business Management, Criminal Justice, preferred, *OR*

- Four years of relevant management experience in business administration, criminal justice or other regulatory management; required. A combination of education and managerial experience equal to four or more years is acceptable.
- Must possess a general knowledge and understanding of tribal Gaming Operations to include MICS, State Gaming Compacts and Background / Compliance Investigation procedures.
- Recurring work is performed independently. Unusual problems will be directed to the Gaming Commission.
- Advanced experience and competence in the utilization of Microsoft Office software.
- Must be able to administer pre-employment and random drug and alcohol screening tests.
- Must submit to and pass a pre-employment drug and alcohol screen and subsequent random screenings.
- Qualified American Indian Preference applies.

Supervisory Responsibilities:

This position, under the direct supervision of the Tribal Gaming Commission, is responsible for the supervision of all TGA staff and second level supervision of the Surveillance staff. The TGA Director will provide a written report to the Tribal Gaming Commission once a month regarding all TGA and gaming activities. The Director shall communicate and correspond with Gaming Agency employees to keep them informed of Smith River Rancheria/Lucky 7 Casino developments.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals as well as write routine reports and correspondence. Speak effectively before groups of customers or employees of organization. Must be able to interpret and enforce regulations from the National Indian Gaming Commission, California Compact, FinCEN and the Department of Justice Bureau of Gaming Control.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, with the ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

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

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

There maybe some walking, driving, and climbing stairs. Typically the employee may sit comfortably to work. Must be able to lift and carry up to 20 pounds. No special physical demands are required to perform duties.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The environment involves everyday risks and discomforts that require normal safety precautions, typical of such places as office, meeting and training rooms, vehicles, e.g., use of safe work practices with office equipment. Work may be performed in the Gaming Director's office and within areas of the Lucky 7 Casino. Tobacco smoke is likely to be present indoors in the Lucky 7 Casino. Some travel may be required to attend meetings outside of the office setting. The Director is expected to work "On-Call" hours including evenings, weekends and some holidays, as required. Employee contact will be with employees of the immediate office, visitors, regulators, Gaming Commissioners, tribal officials and tribal members. Contacts will be for the purpose of, but not limited to, performing complex investigations, personnel background investigations, vendor/corporate backgrounds, Gaming Fraud investigations, and assisting with criminal investigations.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____