United Auburn Indian Community
Tribal Gaming Agency

Job Description

Job Title: **Executive Director**

Department: UAIC Tribal Gaming Agency
Reports To: Chairman of the Tribal Gaming Agency/Gaming Commissioners
Submit Resume To: uaictgaedresumes@yahoo.com

SUMMARY:

The Executive Director is responsible for insuring that the gaming operation follows all federal, state and tribal regulations as they apply to Class III gaming. The Executive Director will be responsible for the supervision of all gaming agency staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct, monitor and supervise the staff of the Tribal Gaming Agency.
- Attend training seminars and/or meetings.
- Meet with facility management, tribal officials, and legal counsel to discuss the regulation of the gaming facility.
- Meet with state and federal investigators and/or regulators.
- Acts as liaison between the Thunder Valley Casino and the United Auburn Indian Community Tribal Gaming Agency;
- Provides liaison with Federal, State, regional and local agencies;
- Formulates Commission goals, programs, policies, and objectives; manages, plans, organizes and administers projects of the Commission; attends and participates in Commission meetings;
- Overseas the delivery and shipping of slot machines to insure serial numbers match up to correct machine;
- Takes delivery of slot machine EPROMS;

- Kobetron © EPROMS to validate the signature code as needed;
- Maintain storage of EPROMS until turned over to security and the slot department for installation;
- Maintain and store replaced EPROMS and destroy obsolete ones;
- Verify decks of playing cards to be destroyed;
- Re-investigate slot disputes by guests that cannot be settled by the slot department;
- Turn over results of investigation to Commission for final resolution;
- Review gaming license suspensions and revocations and attend revocation hearings.
- Plans and organizes the work of staff;
- Conducts complex investigations and makes recommendations to the Tribal Gaming Agency;
- Presents licensing issue agenda to the Tribal Gaming Agency and makes recommendations as required;
- Evaluates staff performance and takes or recommends appropriate action; reviews and evaluates reports;
- Answers and submits correspondence;
- Perform other duties as required or assigned by the Commission.

SUPERVISORY RESPONSIBILITIES:

The Executive Director is responsible for the overall supervision of all Tribal Gaming Agency staff.

KNOWLEDGE, SKILLS AND ABILITIES;

Knowledge of:

- All applicable tribal, state and federal regulations;
- And understanding of all Class III gaming authorized at the gaming operation;
- UAIC Administrative Procedure and Tribal Ordinances, TGA regulations, NIGC MICS, SICS, Casino Department policies and procedures, and other laws, administrative regulations, policies and procedures relating to Indian gaming and compliance of gaming;

- Purposes, organization and activities of the agency;

- Modern office methods, popular and current computer programs, and the criminal justice system.

Skill and Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents;

- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community;

- Write speeches and articles for publication that conform to prescribed style and format;

- Effectively present information to top management, public groups, and/or boards of directors;

- Calculate figures and amounts such as discounts, interest, commissions and percentages;

- Solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists.

- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Apply laws and regulations pertaining to gaming at the Thunder Valley Casino;

- Reason logically and creatively;

- Analyze data and present ideas and information effectively both orally and in writing;

- Consult with and advise all levels in the agency and other interested parties on gaming regulation matters;

- Gain and maintain the confidence and cooperation of those contacted during the course of work;

- Independently interpret and use reference material; prepare correspondence independently;

- Understand and apply laws and regulations pertaining to gaming; prepare correspondence independently;

- Make clear and comprehensive reports and keep records; communicate effectively;

- Meet and deal tactfully with the public;

- Use a computer and computer equipment and assist others in office with their work.

- Supervise a small office staff.

MINIMUM EXPERIENCE, EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A.) from four-year College or university; and/or five to six years experience in gaming industry; or equivalent combination of education and experience.

Special note: Applicants and incumbents must meet the licensing standards of the United Auburn Indian Community [UIAC] Administrative Procedure, Background Investigations and Licensing procedure.

CERTIFICATES and LICENSES:

N/A

PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear. The employee will need to be able to lift at least 10 lbs. The employee will also need to have close vision and color vision (ability to identify and distinguish colors.)

WORK ENVIRONMENT:

While performing the duties of this job the employee is occasionally required to work near a moderate noise level. May work in an environment subjected to cigarette smoke.