

POSITION DESCRIPTION
**Executive Director - Gaming
Commission**

**Federally Recognized Tribal
Government**

*The NHBP is a federally recognized Indian Tribe. Our role as an Indian employer (and the role of each employee working for the NHBP) is to provide preference criteria which creates employment opportunities and paths for promotions and learning to increase management opportunities for qualified applicants and/or qualified employees **who are Tribal members, parents or spouses of Tribal members, and other Native American Indians of Federally recognized Tribes.** All employees are required to support this role by participating in job duties that identify knowledge and define skill gaps, assist with training/development programs, and contribute to tribal activities that encourage career advancement for Indians.*

POSITION SUMMARY

This position will function under the direction of the Huron Potawatomi Gaming Commission. Position performs functions delegated by law to regulate, monitor, and oversee all gaming within the jurisdiction of the Nottawaseppi Band of the Huron Potawatomi Indians. The law delegates specific duties to the Commissioners and specific duties to the Executive Director. The term "Agency" is used to describe the work of the Executive Director and staff in performing the essential regulatory functions of the Commission.

This position includes responsibility for the day-to-day operations of the Commission and the supervision of the Commission staff in order to facilitate the regulation, monitoring, and development of standards for gaming within the jurisdiction of the Tribe. Responsible to the Tribal Gaming Commission for endeavoring to assure that the gaming operations of the Nottawaseppi Band of the Huron Potawatomi Indians are conducted in accordance with applicable laws including the Tribe's Gaming Act and regulations, Indian Gaming Regulatory Act, 25 U.S.C. §2701, 1988, and the State/ Tribal Compact and the Tribal Gaming Regulatory Act, in order to protect the integrity of the Tribe's Gaming operations.

ESSENTIAL FUNCTIONS

The Nottawaseppi Huron Band of the Potawatomi reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and positions titles as it deems necessary to meet the needs of the government.

1. Develops and implements policies and procedures in accordance with all applicable tribal, state, federal laws and ordinances and ensures adherence to such policies and procedures.
2. Serves as point of contact for all administrative matters related to the operation of the Agency.
3. Develops, administers and maintains the Commission's fiscal affairs, including the preparation of the preliminary budget estimates and their presentation to the Commissioners.
4. Maintains and ensures departmental records are preserved in a systematic, secure, confidential manner.
5. Directs the Agency in the procurement of services. Procures supplies and property in accordance



**NOTTAWASEPPI HURON
BAND OF THE POTAWATOMI**

A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT



OFFICE OF THE GAMING COMMISSION

with applicable regulations, tribal law, and policies.

6. Provides day-to-day administrative and technical supervision to subordinate staff. Directs the work of the staff, assists in the recruitment and training of staff members.
7. Serves as advisor to the Gaming Commissioners in the development of policies and initiatives involved in the regulation of gaming within the tribe's jurisdiction. This position must provide assistance with the methods, techniques, and procedures required within the Commission to ensure maximum effectiveness in enforcing its regulations.
8. May represent the Commission in meetings with Federal, Tribal, State or private representatives where necessary to discharge the duties of the Commission.
9. Prepares internal reports as required by the Commission.
10. Provides regular briefings to the Commissioners.
11. Assembles and coordinates all subject matter necessary for the Agency to carry out its duties. Responsible for obtaining and recommending appropriate updates to the necessary laws and regulations applicable to the Tribe's gaming operations.
12. Serves as liaison to the regulatory authorities of the State and the National Indian Gaming Commission, and other federal agencies.
13. Will follow all other job-related duties, as may be required by the Gaming Commission.
14. All other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Supervisory Responsibilities: Directly supervises the Agency Staff. 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, Termination of Employees.

MINIMUM QUALIFICATIONS

Required Qualifications: An individual must be able to demonstrate the ability to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must meet the minimum qualifications.

1. Bachelor's degree in Business Administration, Criminal Justice, Law or related field and/or not less than five years of experience in the casino gaming industry and at least five years' experience in a managerial or executive position emphasizing regulatory compliance.
2. Must maintain a valid driver's license with good driving record.
3. Must be able to travel between tribal facilities and outside the service area for meetings, trainings and conferences.
4. Must be able to successfully complete and pass an extensive background investigation, including but not limited to, drug testing, criminal, financial, educational, and civil activities. Must meet Standards of a Gaming License.



**NOTTAWASEPPI HURON
BAND OF THE POTAWATOMI**
A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT



OFFICE OF THE GAMING COMMISSION

5. Extensive experiential knowledge of the regulations applicable to the Tribe's gaming operations, including the National Indian Gaming Regulatory, IGRA, any amendments promulgated to the Act, Tribal Constitution, compacts and related ordinances.
6. Must be able to work flexible hours; adjust schedule as needed or required.
7. Ability to work well independently and with team members and other staff in a team-oriented environment.
8. A willingness to initiate contacts with new people.
9. Have the ability to use discretion and problem solving methods in the course of conflict management.
10. Must possess strong administrative, organizational, and communication skills.
11. Demonstrated experience in the development of administrative policies and procedures.
12. Must have the ability to plan, coordinate, and direct staff engaged in various professional, technical, and clerical functions.
13. Working knowledge of computers, word processing, and other office equipment required.
14. Must be experienced in planning and budgeting.

PREFERRED REQUIREMENTS

1. Knowledge of and familiarity with Native American culture, customs and language preferred.
2. MBA, Law Degree (JD) with 7 years' experience in a regulatory Environment.

SECURITY SENSITIVE

This position does contain information that is security sensitive and thereby subject to additional provisions.

PREFERENCE

"Indian preference will be applied in accordance with the NHBP Indian Preference in Employment Code."

OTHER QUALIFICATIONS

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.

Language Skills: Ability to read, analyze, and interpret legal information, background information, technical procedures, or governmental regulations. Ability to write reports, legal correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Basic general knowledge in Math including but not limited to, subtraction, Addition, Multiplication, Division, Fractions and Percentages.



**NOTTAWASEPPI HURON
BAND OF THE POTAWATOMI**
A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT



OFFICE OF THE GAMING COMMISSION

Reasoning Ability: Ability to solve practical problems and deal with a variety of potential issues and variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

WORKING 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.

Physical surroundings are a general office environment. Requires mobility, frequent walking, standing, sitting stationary and the employee must occasionally lift and/or move up to 25 pounds. The employee is frequently required to talk or hear; required to use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to focus on computer screens for extensive periods.

Must be able to work in a smoke filled environment.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens

and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Benefits organization through outside activities.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles;



**NOTTAWASEPPI HURON
BAND OF THE POTAWATOMI**
A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT



OFFICE OF THE GAMING COMMISSION

Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that tactfully gets others' attention.

Brad Simmons, Chair

Diane R. Potter 1-29-15

Diane Potter, Secretary

NHBP Government Records Certified Copy
True Certified Copy Shall Be Embossed
Signed by *Diana A. Potter*

Date *01/29/15*