

## **National Indian Gaming Commission**

**Job Title:** Equal Employment Opportunity Director

**Job Announcement Number:** NIGC-16-KH-002(EX)

**Salary Range:** \$126,245.00 to \$158,700.00 / Per Year

**Open Period:** Monday, November 9, 2015 to Monday, November 23, 2015

### **Duties**

- Manages the office administrative processes and ensures established procedures Serves as principal advisor to the NIGC on matters relating to the overall management and control of equal employment opportunities for a workforce of civil service employees throughout the NIGC and all other civil rights matters.
- Directs and manages a comprehensive equal employment opportunity program for federal employees throughout the NIGC in compliance with: the Equal Employment Opportunity Act of 1972; Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973; the Age Discrimination in Employment Act; and Office of Personnel Management, Department of Justice, and Equal Employment Opportunity Commission rules and regulations.
- Directs and manages a comprehensive program for assuring compliance with enforcement of public laws prohibiting discrimination because of race, color, religion, sex, national origin, disability, and/or age in programs and activities receiving federal funds.
- Establishes policy for proper implementation of the various laws and regulations encompassing the equal opportunity program.
- Ensures the timely development and submission of the NIGC's annual reports, required affirmative employment plans, reports to Congress on NIGC/EEO programs, etc.

### **How to Apply**

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. To apply on-line, you must complete and submit an application by accessing the USAJOBS website at [www.usajobs.gov](http://www.usajobs.gov). To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. To return to your saved application, log in to your USAJOBS account at [www.usajobs.gov](http://www.usajobs.gov) and click on "Application Status." Click on the position title, and then select Apply Online to continue. For details, go to this link: <https://www.usajobs.gov/GetJob/ViewDetails/421066700>