



Pokégnek Bodéwadmik • Pokagon Band of Potawatomi

A proud, compassionate people committed to strengthening our sovereign nation. A progressive community focused on culture and the most innovative opportunities for all our citizens.

Job Title:	Executive Director		
Reports to:	Gaming Commissioners		
Approved by/date:	Gaming Commissioners / June 12, 2019		
Salary Band:	PBB-3		
Supervisory Responsibilities:	Yes	FLSA Status:	Exempt

Commitment to Service

Service encompasses all aspects of the Pokagon Band of Potawatomi Indian's governmental operations. Every employee shares the responsibility to provide exemplary service, dignity, and respect to all Tribal Citizens, the Tribal Council, and staff members. To this end, all employees have an obligation to identify and report any service problems, issues, or concerns and through designated channels, initiate, recommend, and actively participate in solutions.

Position Summary: The Executive Director is responsible for the day-to-day operations of the Gaming Commission under the supervision of the Commission. The Executive Director provides administrative support to the Gaming Commission, including managing and supervising Gaming Commission staff, consultants, and contractors, records management, and the development and oversight of the Gaming Commission budget.

Essential Functions:

- Assist in enforcing Gaming Commission orders and decisions.
- Assist the Commission with challenges to Commission decisions.
- Develop and maintain a suitable records management and retention system and ensure that confidential records are maintained and protected from unauthorized release.
- Ensure that all Commission investigations are conducted efficiently and professionally.
- Ensure that the Gaming Commission and Gaming Operations and Gaming Establishments are in full compliance with Compact, the Band's Gaming Regulatory Act, and the regulations promulgated thereunder.
- Travel is necessary to all Gaming Commission facilities on a regular basis, so the ability to travel as needed is required.
- Manage and supervise all Gaming Commission staff.
- Manage and supervise the Licensing, Investigation, Compliance and Enforcement, Internal Audit, and Gaming Technology Divisions of the Gaming Commission as well as any other divisions, departments, sections or offices of the Gaming Commission that the Gaming Commission may establish.
- Negotiate and enter into contracts for the acquisition of goods and services required by the Commission.
- Organize and plan the work for the Gaming Commission.
- Recruit, hire, supervise, and discipline Gaming Commission staff, subject to all applicable hiring and employment laws and policies of the Pokagon Band.
- Report to the Commission on a regularly scheduled basis as to the status of Gaming Commission activities and bring to the attention of the Commission any issues, problems, concerns, or related communications.
- Review complaints or concerns expressed by casino management.

- Review monthly operations, assess performance against budget, and implement corrective action if necessary.
- Review the financial and operating reports of the Class III gaming operation and monitor the financial stability of the gaming operation.
- Under the supervision of the Gaming Commission, maintain efficient and effective day-to-day operations of the Gaming Commission.
- Work with the managers and operators of the gaming facility and other gaming regulatory agencies as needed.

Non-Essential Functions:

- Perform other related functions as assigned.

Equipment:

- Standard office equipment.
- Systems used: Microsoft Office applications, other software.

Position Requirements:

- Ability to manage and direct a professional staff of at least 45 people.
- At least five (5) years' experience in a senior management position, in gaming regulation or compliance, particularly Class III gaming regulation.
- Bachelor's Degree in public administration, criminal justice, accounting or other related fields from an accredited institution whose program of study has been recognized by the Council for Higher Education Accreditation or the United States Department of Education.
- Computer literacy and proficiency with the MS Office Applications: Casino Industry Applications Software.
- Must be able to establish and maintain eligibility to serve as Executive Director under the qualifications provided in Section 3.07 of the Band's Gaming Regulatory Act.
- Must be able to obtain and maintain a Level 1 License under Chapter VII of the Pokagon Band's Gaming Regulatory Act.
- Ten (10) years of experience in law enforcement or regulatory compliance and enforcement. Investigative and regulatory experience in gaming in the licensing and/or audit section of a gaming regulatory agency is required.

Indian Preference

- Pokagon Band Preference Code applies.

Physical Requirements:

- Frequently required to use hands and fingers to operate equipment.
- Frequently required to talk and hear.
- Work is generally sedentary in nature and will frequently require sitting. However, standing and walking will occasionally be necessary.

Work environment:

- General office environment. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available. However, duties will require occasional work in a casino environment, which is typically smoky with noise levels above a general office environment.

Competencies:

- Achievement Orientation
- Exemplifying Integrity
- Fostering Learning and Development
- Inspiring Others
- Leading Change
- Managing People
- Organizational Savvy
- Relationship Building
- Thinking Strategically