



Job Description

JOB TITLE:	Executive Director of Tribal Gaming Agency	FLSA STATUS:	Exempt
DEPARTMENT:	Tribal Gaming Agency	GAMING LICENSE:	Class A
REPORTS TO:	Bear River Tribal Council AND Bear River Gaming Commission	UNIFORM REQUIRED:	No
SALARY RANGE	13-15	APPROVED ON:	022321B10

Tribal Preference will be given in accordance with BRBRR Act Relating to Employment.

POSITION SUMMARY: The Executive Director is responsible for the protection of the integrity of all gaming related activities of Bear River Band of the Rohnerville Rancheria by ensuring all policies and procedures, and gaming activities are in compliance with the Indian Gaming Regulatory Act, the Minimum Internal Control Standards of the National Indian Gaming Commission, the Tribal-State Compact, the Tribal Gaming Ordinance, and Tribal Internal Control Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervise gaming staff and directs all administrative actions of the gaming agency.
- Disseminate regulatory policies pursuant to tribal, federal and state regulations.
- Monitor gaming activities to ensure compliance with policies and procedures as well as tribal, federal, and state regulations through internal audit, compliance, and the surveillance department.
- Conduct investigations and take appropriate enforcement and corrective action as necessary.
- Provide monthly reports to the Gaming Commission & Tribal Council of the status of the gaming activities.
- Ensure confidentiality and compliance with all licensing requirements of the National Indian Gaming Commission and the Tribe-State Compact.
- Responsible for the preparation and management of the budget for the Gaming Commission.
- Review and investigate deficiencies in financials and audit reports.
- Set up and facilitates Gaming Commissioner meetings and licensing hearing.
- Responsible for annual reports to the General Membership.
- Other duties as assigned.

AUTHORITY/SUPERVISORY RESPONSIBILITIES: The Executive Director has supervisory oversight over licensing, compliance, internal auditor, and the surveillance department. Responsibilities include interviewing, hiring, training, scheduling, performance reviews, directing work, and addressing issues and resolving conflicts.

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.

- Must be able to travel if necessary.
- Must be able to pass a drug test and background screening.
- Must obtain a Bear River Gaming License.

EDUCATION/EXPERIENCE:

- A Bachelor's Degree in Business Administration, Criminal Justice, Accounting, or other related field AND three direct experience and oversight in regulatory, executive managerial, investigative, or executive gaming experience required

OR

- At least eight (8) years' direct experience and oversight in regulatory, executive managerial, investigative, or executive gaming experience required
- Must be able to demonstrate the ability to perform the duties of this position.
- Must have three (3)/years of director level supervisory experience

CERTIFICATES, LICENSES, REGISTRATIONS:

- Shall possess a valid driver's license and be insurable by agencies insurance.

COMPUTER OPERATIONS

- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Demonstrated use of intermediate computer operations and intermediate software packages (word processing, spreadsheet, graphics, etc.)

LANUGUAGE SKILLS:

- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to define problems, collects data, establishes facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

- Ability to operate standard office equipment (copier, fax, etc.).
- Must be able to work with American Indian people and be sensitive to their culture.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

- Participate in proactive team efforts of Bear River Band of the Rohnerville Rancheria.
- Provide leadership to others through example and sharing of knowledge/skill.
- Must be able to work all shifts, weekends, holidays & special events as needed.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Abilities		Lift/Carry		Push/Pull	
Stand	F	10 lbs or less	F	12 lbs or less	O
Walk	F	11-20 lbs	O	13-25 lbs	O
Sit	F	21-50 lbs	O	26-40 lbs	N
Handling/Finger Dexterity	F	51-100 lbs	N	41-100 lbs	N
Reach Outward	O	Over 100 lbs	N		
Reach Above Shoulder	O				
Climb	N				
Crawl	N				
Squat or Kneel	N				
Bend	O				

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Must be able to work in a smoke-filled environment. Although we employ state of the art filtration systems, cigarette smoke is in the work environment.

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Bear River Band of the Rohnerville Rancheria has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Bear River employees as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee Signature

Date