

Executive Director

Location: Yuba County, California

Reports to: Tribal Council

Starting salary: \$90,000 to \$150,000 annually DOE

Job Description

The Enterprise Rancheria Gaming Commission ("Commission") was created by tribal ordinance as the primary regulator of the Hard Rock Fire Mountain Casino ("Casino"), providing for the licensing and regulation of gaming within the Enterprise Rancheria Estom Yumeka Maidu ("Tribe" or "Tribal") tribal jurisdiction. With the mandate to protect the integrity, reputation and assets of the casino operation, the Commission has broad oversight of all gaming activities, including internal control compliance and auditing, compliance with applicable laws and regulations, employee and vendor screening and licensing, and prevention of criminal behavior. Reporting directly to the appointed Gaming Commissioners ("Commissioners"), the Executive Director will manage the overall administration, coordination and operation of Commission functions and departments, including Licensing, Surveillance, Compliance and Audit. The Executive Director will also assess and regularly inform the Commissioners of internal and external issues that may affect the organization. Incumbent will also be required to provide regular reports and updates to the Enterprise Rancheria Economic Development Authority ("EDA") or the Enterprise Rancheria Tribal Council ("Tribal Council").

Essential Duties and Responsibilities

- Drives the successful operational direction, administration efficiency, cost effectiveness and coordination of all Commission initiatives and objectives, as measured in terms of gaming integrity, the good reputation of the tribe and gaming facility, and the protection of tribal assets. Meet with facility management, tribal officials, and legal counsel to discuss the regulation of the gaming facility.
- Directs the implementation of systems, processes and structure to ensure compliance throughout the organization with all applicable regulatory requirements, including those of the Commission.
- Acts as the primary policy advisor to the Commission, providing strategic and tactical advice, formulation of plans and policies. Reports to the Commissioners on a regularly scheduled basis as to the status of Gaming Commission activities, and highlights in a timely and accurate manner any issues, problems, concerns, or related communications. Liaises with Federal, State, Regional and Local agencies, and meets with State and Federal investigators and/or regulators as necessary; maintains regular communications with appropriate entities, such as Casino management and the Department of Public Safety.
- Maintains appropriate and qualified staff within the Gaming Commission by interviewing, selecting, training, evaluating, promoting, disciplining and utilizing performance management as needed; motivates and mentors staff, and helps to develop the organizational culture. Complies with all tribal administrative and personnel policies and seeks a collegial and productive working relationship with other tribal departments and agencies.
- Reviews the policies and procedures of the Gaming Operation to monitor internal controls and ensure protection of gaming assets, updating such as needed to align with best regulatory practices and the use of technology where appropriate. Requires solid understanding of technology and programs used to insure gaming integrity. Oversees 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. Understanding of investigative procedures for investigating compliance and other issues. Review gaming license suspensions and revocations and attend revocation hearings. Conducts complex investigations and makes recommendations to the Commission.
- Presents licensing issue agenda to the Commission and makes recommendations as required; Prepares the Commission's budget for approval to the Commissioners and other appropriate tribal bodies; administers and monitors the budget during the year to ensure compliance with the budget.
- Maintains up-to-date occupational knowledge and skills by conducting research, attending seminars, educational workshops, classes and conferences.

Supervisory Responsibilities

The Executive Director is responsible for the overall direction, coordination and evaluation of his/her direct reports within the Commission departments, including Licensing, Surveillance, Compliance and Audit. In addition, the Executive Director leads the organization in developing a professional and ethical organizational culture. This role also carries out supervisory senior leadership responsibilities in accordance with the organization's policies and applicable laws.

Requirements

- Bachelor's degree in Business Administration, Finance, Economics, Organization Development, Political Science or a related field is required. A Master's degree in a related field is highly preferred. Equivalent combination of education and experience may be considered in lieu of a degree.
- Five (5) years experience in a law enforcement, security or gaming position.
- Minimum five (5) years gaming compliance experience required.
- Knowledge of National Indian Gaming Commission licensing and compliance regulations.
- Must possess demonstrated leadership ability, as well as organizational and strategic agility. Experience in coaching and developing employees into organizational leadership positions is critical.
- Ideal candidate will possess extensive knowledge of tribal, federal, and state laws and regulations governing Indian gaming.
- Must be culturally competent and effective in a multi-cultural environment.
- Will require a post-offer, pre-employment and random drug screening.

Certificates and License requirements

Ability to obtain a NIGC key license

Valid driver's license with no restrictions

Send resumes to: Enterprise Rancheria
2133 Monte Vista Ave
Oroville, CA 95993