

Position: Executive Director
Department: Gaming
Supervisor: Gaming Commission/Business Committee
Supervises: Administrative Assistant, Surveillance, Compliance, Internal Audit, Licensing
FLSA Status: Exempt

Position Summary:

Under immediate general supervision of the Gaming Commission.

Duties and Responsibilities:

- Responsible for overall management of Gaming Office.
- Supervises the Surveillance, Compliance, Internal Audit and Licensing Department of the Gaming Commission.
- Monitors Tribal laws, rules and regulations and make recommendations for amendments as necessary.
- Maintains strict confidentiality.
- Serves as the official representative of the Gaming Commission.
- Annually prepares and submits to the Business Committee, for its approval, the budget for the succeeding fiscal year. Submits update reports as needed.
- Takes such action as may be determined by the Gaming commission as necessary to protect the security and integrity of gaming.
- Monitors the casino for gaming related offenses, violations of internal control, minimum procedures and other criminal violations.
- Tracks true impacts of gaming on the community and negotiates with state and local police office for adequate law enforcement to deal with criminal behavior response from gaming.
- Carries out the duties and responsibilities provided under the Gaming Control Article IV, Section J and as well as such other duties with respect to gaming activities.
- Completes other duties and special projects as required.

Knowledge, Skills, and Abilities:

- Knowledge of casino operations is a plus.
- Ability to obtain a gaming license from the Sac and Fox Gaming Commission.

Education and Experience:

- Minimum education of four (4) year college preferred.
- Five years in management experience in a regulatory/compliance agency.

Employee's Signature Date

Supervisor's Signature Date