



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title: Executive Director	Department: Tribal Gaming Commission
Classification: Exempt	Office Hours: 8:00 a.m. to 5:00 p.m.
Salary Range: Competitive (DOE)	Location: Rohnert Park, CA
Reports to: Tribal Council	Type: Full-time

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

Position Purpose:

The Executive Director of the Tribal Gaming Commission (Executive Director) is responsible for managing the day-to-day operations and administrative functions of the FIGR Tribal Gaming Commission (TGC) office, including supervision of TGC staff and departments. The Executive Director makes sure the organization runs effectively so that the TGC can effectively regulate FIGR's gaming activities in compliance with all applicable federal, state, and tribal gaming laws and regulations and the Tribal - State Compact.

Minimum Mandatory Qualifications:

- ❖ Bachelors' Degree in Business Administration and/or Management, Public Administration, Public Policy, Government, Criminal Justice, or related field AND
- ❖ Ten years of relevant work experience and at least ten years of professional managerial experience
- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, gaming license, and drug test
- ❖ Must be at least 25 years of age and a U.S. Citizen
- ❖ Basic understanding and knowledge of Tribal-State Compact, NIGC regulations on MICS and licensing

Preferred Qualifications:

- ❖ Tribal government or Tribal gaming experience
- ❖ Knowledge of general accounting and audit principles
- ❖ Strong budgetary and fiscal management experience and competency

Knowledge, Skills, Abilities, and Other Qualifications:

- ❖ Strong interpersonal and supervisorial leadership skills
- ❖ Experience in human resources
- ❖ Ability to provide leadership in strengthening internal communication with staff at all levels throughout the organization and creating a positive and supportive work environment
- ❖ Ability to maintain confidentiality and exercise good judgement and discretion, particularly with regard to sensitive or confidential personnel or organizational matters and those related to casino security and law enforcement
- ❖ Highest personal ethical standards
- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors, governing boards, and others
- ❖ Ability to identify and resolve problems in a timely manner, develop alternative solutions, manage difficult or emotional situations, and demonstrate accuracy and thoroughness
- ❖ Ability to exercise sound judgment
- ❖ Knowledge of the needs of Native American values and culture
- ❖ Maintain a current and valid driver's license and must be insurable
- ❖ Must possess excellent verbal and written communication skills
- ❖ Must be professional and interact positively with others
- ❖ Must have a record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers
- ❖ Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge

To Apply: Please submit a **Tribal Employment Application with your resume and a cover letter** detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application, job announcement and, job description. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

Applications Accepted until Position is Filled

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

Pursuant to the FIGR Indian Preference Policy, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.