



Federated Indians of Graton Rancheria

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EXECUTIVE DIRECTOR OF TRIBAL GAMING COMMISSION

Position Description

Department:	Tribal Gaming Commission
Salary Range:	Competitive (DOE)
Hours/week:	40
Classification:	Exempt

Reports to:	Tribal Council
Effective Date:	October 16, 2018
Revised Date:	October 16, 2018
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 to foster the value of education.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Federated Indians of Graton Rancheria ("FIGR") are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy, and respectful manner with FIGR Citizens and officials, other employees, Graton Resort and Casino management, employees and patrons, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.
- Maintain a current and valid driver's license and must be insurable.

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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Oversees the day-to-day administrative and management operations of the TGC and its staff of 17 and maintains effective working relationships and confers regularly with Tribal Council, Business Boards, Tribal Officials, FIGR Staff, Gaming Commission, Casino Management, and as needed, state and federal regulators.
2. Ensures that the TGC employs and trains sufficient staff members to effectively carry out all of TGC's regulatory and enforcement functions, working collaboratively with the Human Resources Manager. Develop staff training plans to ensure ongoing education regarding relevant staff duties and responsibilities.

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3. Evaluates the performance of TGC department directors in accordance with FIGR and TGC policy.
4. Work collaboratively with the FIGR HR Manager to develop specifications for staff retention, short and long term staffing needs, recruitment and hiring, and conducting staff evaluations to effectively manage TGC staff.
5. Helps establish TGC departmental policies and procedures.
6. Ensures the security and confidentiality of all TGC property and records, including confidentiality and compliance with all licensing and background check requirements.
7. Prepares and manages the TGC budgets, working collaboratively with the Tribe's Chief Financial Officer.
8. Reviews and investigates deficiencies in financials or audit reports.
9. Supports Gaming Commissioner in drafting and recommending gaming regulations pursuant to tribal, federal, and state requirements.
10. Ensures adherence to all applicable policies, procedures, laws and regulations including compliance, internal audit and licensing pursuant to applicable tribal, federal and state laws and regulations.
11. Supports Gaming Commissioner in monitoring gaming activities through internal audit, investigations, and licensing departments.
12. Oversees the TGC Investigations, Licensing, Audit, and other Departments.
13. Understands casino surveillance and security.
14. Assures that FIGR's gaming-related activities are conducted in a manner which adequately protects public health and safety.
15. Works with the Gaming Commissioner to ensure compliance with the National Indian Gaming Commission (NIGC) rules and regulations.
16. Ensures confidentiality and compliance with all licensing, inspections, and background requirements of the NIGC and the Tribal-State Compact.
17. Sets up and facilitates Gaming Commissioner meetings and licensing hearings.
18. Provides monthly reports to the Gaming Commission and Tribal Council on the status of TGC's regulatory and enforcement activities, within 30 days after the close of the month for which the information is provided. Such reports shall include a full and complete statement of auditing activities, expenses and all other financial transactions of the Executive Director, and summary of all licensing and enforcement actions.
19. Under the direction of the Tribal Council, may act as the formal liaison for the TGC with state and federal gaming regulators.
20. Performs other duties as delegated by or assigned by the Tribal Council.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Ten years of relevant work experience, including Indian gaming management or gaming regulation• Ten years of professional managerial and program management experience |
| Education: | <ul style="list-style-type: none">• Bachelors' Degree in Business Administration and/or Management, Public Administration, Public Policy, Government, Criminal Justice, or related field |
| Additional Requirements: | <ul style="list-style-type: none">• The Executive Director must be at least 25 years of age, a U.S. Citizen, and submit to and pass a detailed criminal background investigation and obtain gaming licensing approval. Any person who has been convicted of, or is currently being prosecuted for, a felony or crime of moral turpitude, including but not limited to, fraud, theft, and embezzlement, is not eligible to serve as the Executive Director.• Basic understanding and knowledge of Tribal-State Compact and NIGC regulations on MICS and licensing. |

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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 supervisory 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 exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied and, in many cases, there is no precedent to draw upon
- Ability to maintain confidentiality and exercise good judgment and discretion, particularly with regard to sensitive or confidential personnel or organizational matters and those related to casino security and law enforcement.
- Demonstrated accuracy and thoroughness, with the ability to monitor own work to ensure quality
- The ability to work independently within established policies, procedures, and schedules
- Ability to work efficiently and effectively under deadlines
- Ability to develop and complete reports in a timely manner
- Excellent verbal and written communication skills
- Ability to deal with very difficult concepts and complex variables
- Ability to prepare and make comprehensive presentations, communicate extemporaneously, and professionally communicate before an audience
- Advanced knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Ability to master and effectively use the database and software systems used at FIGR
- Successful clearance of all pre-employment testing, background and credit checks, and gaming licensing requirements
- Bondable
- Possession of a valid California Driver's License throughout employment, and eligibility for coverage under the Tribe's vehicle insurance policy
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Highest personal ethical standards
- Ability to perform other duties as assigned
- Knowledge of the needs of Native American values and culture

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.

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Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation and Licensing: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Tribal Gaming Commission applicants are required to obtain a Tribal gaming license. Candidates must be able to successfully pass all required background checks to qualify for this position. The Federated Indians of Graton Rancheria is a sovereign Indian nation, and as such follows tribal law and federal law in all aspects of backgrounding and hiring.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **Executive Director of the Tribal Gaming Commission** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date