

**SUSANVILLE INDIAN RANCHERIA
GAMING COMMISSION
745 Joaquin Street
Susanville, CA 96130**

POSITION ANNOUNCEMENT

Position: Gaming Administrator

Date of Announcement: October 26, 2016

Closing Date: November 16, 2016

Hours: Full Time

Salary Range: \$50,000 to 70,648.69/yr DOE

GENERAL STATEMENT OF RESPONSIBILITY:

The position has overall responsibility for the day to day operations of the gaming agency includes but not limited to: Investigator, Compliance Officer, Auditor, Regulatory Officer, and Direct Supervisor of Surveillance, IT, and Criminal Backgrounds and Investigation Staff within the Susanville Indian Rancheria Gaming Commission (SIRGC): Represents the Tribe's interests in various inter-gaming functions. Create and monitor casino activities to ensure adherence to all gaming regulations and company policies and procedures. Observe casino operations for irregular activities, such as cheating or theft by employees and patrons. Supervise and train surveillance observers. Conducts oversight to ensure compliance with federal, tribal and state laws and regulations.

SPECIFIC RESPONSIBILITIES

1. Responsible for coordination and functions of the SIRGC.
2. Interacts with the public and the Native American Community in a professional manner.
3. Supervises the SIRGC office and its staff in a professional and economical manner.
4. Ensures compliance with gaming regulations, contracts, agreements and other matters related to gaming activities.
5. Analyzes financial statements and conducts fiscal audits of the casino, human resource reports, and security/incident reports monthly.

6. Develops and implements the SIRGC budget. Requests financial statements from the Fiscal department each quarter and provides updates to the Gaming Commission.
7. Submits reports to the bi-weekly SIRGC and monthly reports to the SIR Tribal Business Council.
8. Reports any and all suspicious activity to the SIRGC.
9. Enforces and administers the Tribal Gaming Ordinance, Gaming Commission Regulations, Tribal/State Compact, NIGC, MICS, IGRA and other applicable law.
10. Complies with all reporting requirements and carries out other duties as directed by the Commission in accordance with the current Susanville Indian Rancheria Gaming Ordinance.
11. Conducts investigations to determine compliance with Federal and State laws, SIR gaming regulations and ordinances, contracts, agreements, goods, services, and incidents or other matters relating to gaming.
12. Works closely with all law enforcement agencies and State/Federal regulators.
13. Acts as liaison to the gaming facility General Manager.
14. Works closely with Casino Management/Staff and the SIRGC to identify and resolve problems and violations, reports them to the Gaming Commission and keeps the commission updated on progress of any issues.
15. Responsible for licensing recommendations on all employees, contracts, vendors, and any others associated with gaming activities.
16. Initiates licensee disciplinary actions, and gaming license emergency suspension orders.
17. Demonstrates a high level of professional integrity and ethics in the performance of all duties and assignments and maintain confidentiality regarding all matters of the office, displays high standard of ethical conduct and exhibits honesty and integrity.
18. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. 21 years of age.
2. AA Degree in Business Administration, Finance, Economics, Organization Development, Political Science, or related field is required, or High School Diploma/GED and equivalent combination of education and experience may be considered.
3. Two years managerial experience of gaming in key or management positions and regulating casino operations.
4. Two years supervisory experience of 5 or more employees. Ability to direct and supervise staff verbally and in writing.
5. Two years experience developing and administering budgets. Must possess skills to analyze financial statements and conduct fiscal audits of the casino.
6. Must have experience with various PC based software programs, word processing, spread sheets, and graphic. Knowledge of circuit boards, processors, chips, electronic equipment and computer hardware and software, and standard office equipment.
7. Must demonstrate ability to work with law enforcement and all Local, State and Federal regulatory agencies.
8. Valid drivers license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
9. Must demonstrate ability to interpret and apply all regulations, ordinances and policies.
10. Must have knowledge of Tribal/State Compact, Susanville Indian Rancheria Gaming Ordinance, NIGC Regulations, Indian Gaming Regulatory Act, and Federal and State regulations and laws.
11. Must have ability to establish procedures for the effective implementation of commission decisions, and have the ability to analyze regulations, policies and procedures and update local gaming regulations to comply with any changes in the Federal and State Gaming Regulations.
12. Must have excellent oral and written communication skills.
13. Must be able to establish and maintain productive working relationships with co-workers and management and prioritize multiple tasks in a fast-paced environment.
14. Must be able to process information effectively, learn new materials, identify problems and make rational decisions.

15. Must meet all requirements to qualify for a gaming license through the Susanville Indian Rancheria Gaming License.
16. Must be willing to work in a second hand cigarette smoke environment
17. Cannot be a Susanville Indian Rancheria Tribal member, or related to any Susanville Indian Rancheria Tribal member, casino employee, or their spouses, including significant other such as Boyfriend or Girlfriend.

PREFERENCE WILL BE GIVEN TO NATIVE AMERICANS (42 CFR 36.221)