



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	May 10, 2022
	First Cut-Off Date: May 24, 2022
	Second Cut-Off Date: June 1, 2022
	Third Cut-Off Date: June 15, 2022
	Final Cut-Off Date: June 29, 2022
POSITION TITLE:	Gaming Administrator
SUPERVISES:	Yes
STARTING SALARY:	\$73,840.00 up to \$92,289.60 depending on experience
GRADE:	16
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	No

Must **NOT** be a Susanville Indian Rancheria Tribal member, or related to any Susanville Indian Rancheria Tribal member, casino employee, or their spouses, including “significant others,” in non-marital relationships.

GENERAL STATEMENT OF RESPONSIBILITIES:

The position has overall responsibility for the day-to-day operations of the gaming agency, including but not limited to supervision of the Licensing Agent, Executive Assistant, Compliance Agent, and Surveillance Supervisor. Has indirect supervision over Surveillance Agents, Gaming IT, camera operations, Gaming employees and vendor criminal backgrounds and investigations. Represents the Tribe’s interests in various inter-gaming functions. Creates and monitors casino activities to ensure adherence to all gaming regulations, company policies and procedures. Observes casino operations for irregular activities, such as cheating or theft by employees and patrons. Supervises and trains surveillance observers. Conducts oversight to ensure compliance with federal, tribal, and state laws and regulations.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Responsible for coordination and functions of the Susanville Indian Rancheria Gaming Commission (SIRGC).
- Interacts with the public and the Native American Community in a professional manner.
- Supervises the SIRGC office and its staff in a professional and economical manner.
- Ensures compliance with gaming regulations, contracts, agreements, and other matters related to gaming activities.
- Routinely analyzes financial statements and conducts fiscal audits of the casino, human resource reports, and security/incident reports.
- Develops and implements the SIRGC budget. Requests financial statements from the Fiscal department each quarter and provides updates to the Gaming Commission.
- Submits bi-weekly reports to the SIRGC and monthly reports to the SIR Tribal Business Council.
- Reports all suspicious activity to the SIRGC.
- Enforces and administers the Tribal Gaming Ordinance, Gaming Commission Regulations, Tribal/State Compact, NIGC, MICS, IGRA, and other applicable laws.
- 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.
- 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.
- Works closely with law enforcement agencies and State/Federal regulators.
- Acts as liaison to the gaming facility General Manager.
- Works closely with Casino Management Staff and the SIRGC to identify and resolve problems and violations; reports problems and violations to the Gaming Commission and keeps the commission updated on progress of any issues.
- Responsible for licensing recommendations on all employees, contracts, vendors, and any others associated with gaming activities.
- Initiates licensee disciplinary actions, and gaming license emergency suspension orders.

- Represents the Commission in meetings with Federal, Tribal, and State representatives, Commission attorneys, and private parties on various matters related to business operations.
- Correlates, reviews, and interprets data received from agencies, including but not limited to Federal Bureau of Investigation, California Department of Gambling, California Department of Justice Gambling Division, National Criminal Database, National Indian Gaming Commission, Social Security Administration, Department of Motor Vehicles, and military records to conduct background investigations to ensure all casino employees meet the honesty and integrity requirements as set forth in the Gaming Ordinance in accordance with the California State Bureau of Gambling Control, and the National Indian Gaming Commission.
- Ensures staff compliance with the Tribal Gaming Ordinance, Gaming Commission Regulations, the Tribal and State Compact, NIGC, MICS, IGRA, Tribal and SIRGC policies and procedures, and Diamond Mountain Casino and Hotel policies and procedures.
- Demonstrates a high level of professional integrity and ethics in the performance of all duties and assignments and maintains confidentiality regarding all matters of the office; displays high standard of ethical conduct and exhibits honesty and integrity.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to work with law enforcement and all Local, State and Federal regulatory agencies.
- B. Ability to interpret and apply all regulations, ordinances, and policies.
- C. Knowledge of Tribal/State Compact, Susanville Indian Rancheria Gaming Ordinance, NIGC Regulations, Indian Gaming Regulatory Act, and Federal and State regulations and laws.
- D. Ability to establish procedures for the effective implementation of commission decisions, and can analyze regulations, policies and procedures and update local gaming regulations to comply with any changes in the Federal and State Gaming Regulations.
- E. Must have excellent oral and written communication skills.
- F. Ability to establish and maintain productive working relationships with co-workers and management and prioritize multiple tasks in a fast-paced environment.
- G. Skill to process information effectively, learn new materials, identify problems, and make rational decisions.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass a pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must be 21 years of age.
7. Must have an AA Degree in Business Administration, Finance, Economics, Organization Development, Political Science, or related field.
8. Three to five years of managerial experience of gaming in key or management positions and regulating casino operations, or four years' experience in law enforcement.
9. Three to five years of experience developing and administering budgets. Must possess skills to analyze financial statements and conduct fiscal audits of the casino.
10. Three to five years of supervisory experience of five or more employees. Ability to direct and supervise staff verbally and in writing.
11. 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.
12. Must meet all requirements to qualify for a gaming license through the Susanville Indian Rancheria Gaming License.
13. Must be willing to work in a secondhand cigarette smoke environment.
14. Must NOT be a Susanville Indian Rancheria Tribal member, or related to any Susanville Indian Rancheria Tribal member, casino employee, or their spouses, including "significant others," in non-marital relationships.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to wbrown@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.