



PICAYUNE RANCHERIA TRIBAL GAMING COMMISSION

JOB POSTING

Job Title:	DEPUTY EXECUTIVE DIRECTOR
Department:	Gaming Commission Executive Staff
Reports to:	Tribal Gaming Commissioners
Location:	Gaming Commission Executive Office
Shift:	8:00 a.m. to 5:00 p.m., Monday through Friday Flexibility of hours required, subject to call-in at any time
Position Status:	Exempt – Full Time
Salary:	Salary DOE

SUMMARY

Under the direct authority of the Tribal Gaming Commission Executive Director of the Picayune Rancheria Tribal Gaming Commission is a “line” position responsible for carrying out the policies and procedures of the Commission in addition to hands-on management of the operations, functions, and administrative affairs within the Commission as a body; to represent the Executive Director in policies and programs with employees, community organizations and the general public as required; to prepare budget requests and make recommendations to the Board on final expenditure levels; to be responsible for proper administration, development, and improvement of the TGC managers and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Executive Director assistant of the Picayune Rancheria Tribal Gaming Commission shall:

1. Work together with the Tribal Gaming Commission Executive Director to meet the goals of the Commission and to have open and cooperative working relationships within the Commission.
2. Have consistent and open communication with the Commission as a whole.
3. Ensure that internal matters of the Commission are properly resolved within the Commission, and that the Commission exhausts all means of resolving internal matters prior to seeking assistance from the Tribal Council.
4. Act as the administrative and operational supervisor for Commission personnel.
5. Assist the Commission in carrying out its duties and responsibilities as set forth in the Tribal Gaming Ordinance, the Indian Gaming Regulatory Act (IGRA), the National Indian Gaming Commission Minimum Internal Control Standards (NIGC MICS), Tribal-State Compact, and Tribal Gaming Regulations.
6. Assist in developing, for the Board’s approval, plans for short-term and long-term staffing and budgeting of the Commission for presentation by the Board to the Tribal Council for final approval, and implement such budget.
7. Assist the Executive Director in scheduling appropriate trainings and relevant education opportunities for Commission personnel.

8. Assist in developing and maintain systems for retaining sensitive and confidential information and for maintaining the confidentiality of such information, to include a system of recording the access and use of such information by authorized individuals.
9. Act as spokesperson for the Executive Director on specific issues only as approved in advance by the Executive Director.
10. Assist in Developing, for the Board's approval, policies and procedures for effective internal staff communications and operational protocols.
11. Assist in Developing, for the Board's approval, agreements with other governmental agencies when necessary to assure consistent external communications and operational activities.
12. Working in cooperation with Human Resources and managers, make determinations pertaining to the retention, promotion, and termination of all Commission personnel.
13. Timely notify the Executive Director of all determinations pertaining to the retention, promotion, and termination of Commission personnel, which the Board may reverse if not made in compliance with Commission policies.
14. Obtain the Executive Director approval prior to implementing any employment determinations affecting Commission personnel who are members of the Tribe.
15. Inform the Executive Director prior to implementing any salary increases other than standard annual increases, and any significant changes to operations affecting Commission personnel, including but not limited to modifications to shifts, hours, pay scales, and employee compensation.
16. With the approval and under the direction of the Executive Director, act as liaison between the Commission, Tribal Council and other tribal agencies, the gaming facility and management, and any other agency or organization, and report all communications to the Board.
17. Develop Commission management rules, directives, and internal procedures for Board approval and implementation.
18. Provide guidance, leadership, training, and direction to Commission personnel and work cooperatively with Human Resources, the Board, and other supervisory and management staff to enhance performance of the Commission.
19. Provide the Board and its professional consultants, as needed and in accordance with Commission policies and directives, information, documents, and material for analysis in conjunction with Board responsibilities and duties.
20. Maintain the business records and accounts of the Commission in accordance with Board's established directives and policies.
21. Assist the Executive Director with establishing hearing procedures and maintaining records of activities and decisions of the Commission.

22. Make written recommendations to the Executive Director regarding changes to standard business policies, procedures, and regulations.
23. Submit all Commission reports and correspondence to the Board for review prior to delivery or distribution outside the Commission.
24. Carry out all other lawful duties of the Commission.
25. Comply with the Tribal Gaming Ordinance, Commission Regulations, federal law, the Tribal-State Compact, and all other regulations and laws pertaining to gaming within the jurisdiction of the Tribe.
26. Ensure that all Commission staff and personnel maintain strict confidentiality of all matters involving the Commission.
27. Ensure that Commission investigators conduct all internal and external investigations without interference.
28. Assist the Executive Director in Developing and periodically update, for the Board's approval, a Commission Organizational Structure Chart outlining the organizational structure for all Commission divisions and the personnel positions within each department.
29. Develop, for the Board's approval, a mission statement for each Commission department.
30. Assist the Executive Director in Developing, for the Board's approval, a job description and compendium salary grade for every position within each Commission department.
31. Assist the Executive Director for the Board's approval, a budget for each Commission department including a budget for the Executive Director's Office and an administrative budget for the Board, including salary, benefits, travel and office expenses, and equipment and space requirements.
32. Ensure the timely and efficient performance of all Commission personnel duties including assignments for shift supervision coverage for Commission divisions that require daily 24-hour coverage.
33. Plan, organize, and supervise all Commission operations including Audit, Background, Compliance, Investigations, IT and Surveillance.
34. Ensure that the Executive Director is informed in a timely manner of all matters concerning the Commission, and all matters concerning gaming within the jurisdiction of the Tribe.
35. All other duties as assigned

REQUIREMENTS AND QUALIFICATIONS

1. Four years of increasingly responsible work experience in management or an administrative position in Gaming, which includes two years of experience in Tribal Gaming.
2. Background that includes responsibility for formulation and implementation of programs, budgets, and administrative operations.
3. A working knowledge of basic Tribal Gaming Commission programs, procedures, regulations, and ordinances.
4. Ability to deal with the public as well as Federal, State, and Tribal agencies
5. General knowledge of trends in the Indian gaming community.
6. Ability to establish and maintain effective, harmonious, cordial working relationships with management, Commission personnel, Rancheria entities, and other individuals or public or private agencies.
7. Ability to supervise work of staff, and to plan, organize, communicate, and direct a work program of considerable variety.
8. Ability to speak and write effectively and to prepare clear, concise, and complete written reports.
9. Ability to maintain confidentiality of all information, files, and accounts of the Commission.
10. Passage of pre-employment background check and drug-testing.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, THE TRIBAL GOVERNMENT AND ALL SUBDIVISIONS THEREOF SHALL GIVE PREFERENCE IN HIRING, PROMOTION, TRANSFER, AND LAY-OFF TO ENROLLED MEMBERS OF THE PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS (THE "TRIBE"). TO QUALIFY FOR PREFERENCE, APPLICANTS MUST SUBMIT VERIFICATION OF ENROLLMENT IN THE TRIBE.