



**PASKENTA BAND OF NOMLAKI INDIANS  
TRIBAL GOVERNMENT  
Executive Director of Gaming Commission  
Position Description**

Reports to: Gaming Commission	Open:08/14/23
Job Class: Exempt; 40 hours per week	Closes: Until filled
Email or fax resumes to: hr@paskenta.org	Projected Start Date: TBD
<i>Native American Preference in hiring is given to qualified enrolled members of the Paskenta Band of Nomlaki Indians, descendants of members of the Paskenta Band and registered members of other Native American tribes or First Nations in North America provided that the individual can provide satisfactory proof of such membership in accordance with the Band's Preference Policy (Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies)".</i>	

### **POSITION SUMMARY**

The Paskenta Tribal Gaming Commission (PTGC or Commission) is an independent regulatory agency of the Paskenta Tribe. The Commission regulates the Tribe's gaming enterprise through licensing or registering potential employees and vendors, overseeing surveillance, establishing rules for the casino to ensure the integrity of the operation and to assure that the gaming operation is maintained in a manner that protects the environment and public health and safety. The Commission also conducts audits of revenue and procedural compliance, investigates allegations of violations of the Commission's regulations, the Tribe's ordinance, and the statutory regulations of the tribal-state gaming compact.

### **DUTIES & RESPONSIBILITIES**

1. The Executive Director, under the direct supervision of the Paskenta Gaming Commission Chairperson has the power, authority, duty and responsibility to effectively provide for the Paskenta Tribe's regulatory responsibilities over any and all authorized gambling activities offered to the public by the Tribe pursuant to any applicable Federal, State and Tribal laws, statutes, ordinances and Tribal-State gaming compact.
2. The scope and authority vested upon the Executive Director includes the ability and responsibility to create an interdependent regulatory agency that is fully empowered to retain or hire sufficient staff as an agency of the Paskenta Tribal government to regulate all gaming activities within the Tribe's jurisdiction.
3. The Executive Director will be responsible for the day to day administration of the

gaming commission and its employees and will create the necessary internal structure of the gaming commission to ensure that the Tribe and its Gaming Commission provides the highest level of professional regulation by adopting policies, procedures, regulations, internal control standards, gaming device and systems technical standards, a testing and certification process for gaming equipment, establishing licensing or permit standards and conducting comprehensive background investigations of applicants and vendors, making suitability determinations concerning all gaming employees, primary management officials, financial sources, management contractors, gaming and non-gaming vendors or service providers, issuing and renewing licenses or registration permits, exercising discretionary authority to recommend or deny, revoke or establish conditions of licensing, conduct any necessary inspections or investigation, seize, secure or subpoena records, call witnesses, conduct hearings, conduct facility inspections and prepare or issue facility use licenses and/or permits to occupy the gaming premises and any of its ancillary structures, create an internal auditing process to monitor the gaming operation's compliance with approved rules, regulations, policies, procedures and practices, ensure all revenues are properly accounted for, review net win calculations and assure all fees or net revenue share percentages are paid to the NIGC, State, County or City as per any agreement authorized by the Tribe, monitor security and surveillance operations and their reporting of activities, establish physical control of gaming device software and supervise the inspection, certification and installation of gaming device software or programs, establish a playing card inventory control process, engage yearly external independent CPA audits of financials and agreed-upon procedures of the gaming operation and assure that said audits reports are provided to federal and state regulatory agencies as required by statutes, agreements or compact.

4. The Executive Director will facilitate and/or recommend approval of the Chairperson of external contracts for services pursuant to Tribal policies, enter into inter-agency agreements with the National Indian Gaming Commission, the State of California Gaming Commission and any other State or local law enforcement or other regulatory agency, any data or service contractor, including credit bureaus, employee screening services, background investigation service providers, CPA firms, building inspectors, independent gaming test laboratories or any other persons or entity the Chairperson deems necessary to ensure the gaming commission performs its responsibilities.
5. The Executive Director will assure that all of the Tribe's obligations under any Tribal-State gaming compact are met with regards to establishing a patron dispute program, addressing Tort or liability claims, providing employee licensing information to the State Gaming Commission within the specified time frame, issuing suitability determination notices to both the National Indian Gaming Commission and the California State Gaming Commission.
6. The Executive Director is responsible for developing a yearly operational budget for the gaming commission that includes sufficient funds for effective operations,

- equipment and will review and approve budget expenditures.
7. The Executive Director will provide senior executive level supervision and training of the Deputy Commissioner(s) and all other gaming commission employees, prepare or review employee performance evaluations and administer counseling, disciplinary actions, terminations or advancement recommendations.
  8. The Executive Director will prepare periodic informational reports concerning the status of the gaming commission's performance and expenditures for the Chairperson and/or present these reports as requested.
  9. The Executive Director will also be responsible for establishing cooperative working relationships with the executive staff of the Tribe and gaming operation in order to foster efficient working relationships with the Tribe and casino management as well as establishing effective working relationships with the various Federal, State and local regulatory and law enforcement agencies in order to effectively represent the Tribe and the gaming commission's obligations under the various laws, statutes, ordinances and agreements impacting the Tribe's gaming operations.
  10. The Executive Director will review internal audit reports, exception reports and prepare or assign audit staff to investigate matters and make recommendations for corrective actions or for policy changes. The Executive Director will prepare or review all investigative reports concerning incidents of internal theft, fraud, embezzlement, or other criminal activities in which the casino and/or Tribe is a victim and assist in facilitating prosecution of individuals or entities involved in such incidents.

### **MINIMUM QUALIFICATIONS**

1. A high school diploma or equivalent.
2. A Bachelor's degree in Business or Public Administration, administration of justice or a similar major plus five years' experience as an executive director or Tribal Gaming commissioner or Ten years of experience as an Executive Director or Tribal Gaming commission may substitute for a Bachelors' degree.
3. Experience in dealing with Native American cultural issues, tribal sovereignty, administration of justice procedures, federal and state criminal, civil and gaming laws and the ability to understand complex legal issues.
4. An expert in administrating and supervising a diverse group of employees, have expertise in casino gaming and regulation of Indian gaming with extensive prior experience in the application or tribal-state compacts and NIGC regulations and a proven ability to work with various law enforcement and other regulatory agencies.
5. Detail orientation, accuracy, and the ability to work independently under minimal supervision is also required.
6. High level of organizational skills, and ability to communicate effectively.
7. Demonstrated high level of time management skills and efficiency in office procedures.
8. Excellent command of English language, spelling, grammar and punctuation.

9. Must successfully complete a pre-employment drug screen and background investigation.

### **NOTE TO APPLICANTS**

Must meet the licensing requirements by the Paskenta Gaming Commission. Must have a Valid California driver's license. Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job the employee is occasionally required to work near a moderate noise level. The employee may be required to work in an environment subjected to cigarette smoke. This position requires the ability to work non-conventional work hours.

### **ADDITIONAL INFORMATION**

The Paskenta Tribal Gaming Commission maintains a drug-free workplace. All employees are subject to a pre-employment and random drug screens. All Commission employees are subject to a comprehensive background investigation and the applicant must qualify for and receive a gaming license as a condition of employment. The Deputy Commissioner will assist in supervision or subordinate staff and create a collegial office atmosphere. Due to the access to highly confidential and proprietary information, this position will require a contractual agreement concerning confidentiality, situations which may create a conflict of interest and a non-gaming agreement.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.