

## **GAMING COMMISSIONER**

**Department:** Administration

**Status:** Full-time/Exempt

**Reports to:** MPA Tribal Council

**Supervises:** Internal Audit Manager, Investigations Supervisor, Surveillance and Regulatory Manager

**EQUAL OPPORTUNITY STATEMENT:** The Manchester Band of Pomo Indians Gaming Commission does not discriminate on the basis of race, color, national origin, sex, religion, or disability status in the employment or the provision of services.

**TRIBAL AND INDIAN PREFERENCE:** The Manchester Band of Pomo Indians Gaming Commission applies the policy of Tribal and Indian Preference when filling vacancies, making promotions, doing transfers, and in hire and re-hire decisions. Primary consideration under the Tribal and Indian Preference policy shall be given to qualified applicants who are enrolled members of the Manchester Band of Pomo Indians. Secondary consideration shall be given to the lawful spouses or domestic partners of enrolled Tribal members. Tertiary consideration shall be given to members of other federally recognized tribes.

**JOB SUMMARY:** The Gaming Commissioners shall be selected by the Manchester Band of Pomo Indians Business Committee (Tribal Council) to serve under provisions set forth in the Tribe's Gaming Ordinance. The provisions carries out the regulatory responsibilities under the Gaming Ordinance, federal law and regulations, and the Tribe's Gaming Compact. The Gaming Commissioner must understand and be knowledgeable of all regulations, internal controls, gaming equipment, audits, gaming license procedures, and any other areas which might affect the integrity of the gaming facility operations.

### **JOB RESPONSIBILITIES:**

1. Installs, implements, and maintains all surveillance and any other regulatory equipment at the gaming facility in accordance with the Gaming Ordinance, IGRA, and the gaming Compact.
2. Prevents theft, cheating and fraud by implementing and administering policies, procedures and training programs through the auditing, surveillance and compliance function.
3. Adopts regulations to ensure that effective high qualified regulatory and internal control systems which meet or exceed all applicable legal requirements and standards that are in effect at all times.
4. Issues rules regulations and procedures as deemed appropriate to implement the provisions of the Gaming Ordinance and insures effective enforcement.
5. Implements and administers systems for conducting investigations, licensing and monitoring of employees and others connected with gaming facility operations.
6. Enforces all relevant laws and rules with respect to the gaming facility and conducts investigations and hearings.
7. Ensures the physical safety of gaming patrons, employees, and others in the gaming facility.
8. Ensures the physical safeguarding of assets transported to, within, and from the gaming facility.
9. Works to prevent illegal activity in the gaming facility by enforcing employee conduct rules, maintaining detailed and permanent recordings of all occurrences and incidents, and establish employee protocols to detect theft, cheating, and fraud.

10. Oversees the compliance surveillance and auditing functions for the purpose of securing gaming facility assets and ensuring the safety of patrons, employees and others.
11. Conducts on-site gaming regulation and control, inspects, examines and monitors gaming activities.
12. Oversees the background investigation process including the issuing of licenses and identification badges via *Pointguard 7.0 Badging Module*, *Proximity Card*, *Programmable HID* and *Livescan* systems.
13. Ensures confidentiality of all information, processed and reviewed, in completion of duties.
14. Hear and resolve disputes against the gaming establishment, in accordance with the procedures in the Gaming Ordinance and Gaming Compact.
15. Establish cooperative working relationships with federal, state and local jurisdictions, the Tribal Government and gaming facility, to ensure the effective regulation of the Tribe's gaming operations.
16. Prepares the annual budget for each fiscal year and submits annual reports summarizing all accounting activities of Gaming Commission operations.
17. Meets the attendance guidelines of the job and adheres to regulatory, department and Gaming Commission policies and procedures.
18. Attends all required meetings and training.
19. Performs other duties or tasks as assigned or as may be required from time to time.

#### **QUALIFICATIONS:**

1. 4+ years of management experience required or equivalent combination of college education and work experience.
2. Ability to analyze numerical data, including statistical information.
3. A high level of computer literacy and business applications such as word processing and spread sheet software.
4. Working knowledge of NIGC regulations and the California State-Tribal Compacts are required
5. Ability to read, analyze and interpret various business communications (letters, memoranda, etc.) and take appropriate action.
6. Must be able to read, interpret and understand complex laws, governmental regulations, procedures and other governmental communications and documents.
7. Must have excellent written and oral communication skills, and a demonstrated ability to compose detailed reports and provide oral presentations to a variety of tribal, federal, state and local governmental bodies.
8. Ability to solve complex problems and deal with a variety of abstract variables in situations where only limited standardization exists.
9. Must have working knowledge of all type of gaming conducted within the gaming facility operations.
10. Must be willing to work flexible schedules including weekends, holidays and nights. Must be able to work on-call.
11. Must have strong organizational, prioritizing and recordkeeping skills.
12. Must be able to manage a number of priorities simultaneously, establish and meet deadlines, and supervise support staff.

#### **PHYSICAL, ENVIRONMENTAL AND INTELLECTUAL CONDITIONS:**

1. Must be able to work independently.
2. Must be able to lift and carry weight necessary to perform the duties of the job.

3. Must be able to make reasonable, professional and sound judgment on appropriate and necessary corrective action required to regain compliance for violation.
4. Must be able to tolerate work environments where second hand smoke is present.
5. Must be able to get along with co-workers and work as a member of a team.
6. Must dress appropriately and present a well-groomed appearance.

*The Manchester Band of Pomo Indians reserves the right to make changes to this job description.*

*All applicants are required to submit to and pass a pre-employment drug test, fingerprint and background check.*

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor/Manager. I also acknowledge that I fully and completely understand this Job Description and agree to the above noted job responsibilities/conditions. Furthermore, I agree to accept and accomplish any reasonable task delegated or assigned by my superiors.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Version: 03/01/2010  
Revised: None