



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 189-20

OPENING DATE: 12/23/2020

CLOSING DATE: 01/22/2021

POSITION:	Executive Director, Gaming Regulatory	POSTED:	IN/OUT
PAY GRADE:	AE3 (\$44.53/hr. - \$69.02/hr.)		
FLSA STATUS:	Exempt		
POSITION TYPE:	Appointed- Full Time		
FUNDING SOURCE:	POI Funded		
DEPARTMENT:	Gaming Regulatory		
REPORTS TO:	Tribal Council/Tribal Governor		
BACKGROUND LEVEL:	High Public Trust		

JOB PURPOSE: Accomplishes the Gaming Regulator's strategic objectives by planning, organizing and directing all functions required to operate and maintain activities, services and gaming operations; administers the Compliance, Internal Audit, and Licensing functions. Ensures Isleta Pueblo's gaming facilities operate in accordance with the Tribal Gaming Ordinance, the Tribal-State Compact, the National Indian Gaming Commission (NIGC) requirements, and gaming enterprise policies and procedures.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Examines financial records to ensure the accurate records of transactions; examines cash handling procedures to ensure compliance with minimum internal control standards.
- Ensures that the Isleta Resort & Casino's gaming operations are conducted in accordance with tribal ordinances and federal laws and regulations, and in accordance with the Tribal State Gaming Compact of the State of New Mexico.
- Ensures compliance with all applicable laws, regulations or policies and investigates any suspected violations of such laws, regulations and policies and reports violations of laws or regulations to the Governor and to the Tribal Council, the National Indian Gaming Commission and US Attorney's office.
- Manages, directs and oversees the periodic reviews of background checks and investigations on applicants to ensure they meet licensing requirements.

- Meets with staff regularly to resolve issues and concerns affecting the issuance, notice of violations, suspensions, denial or revocation of licenses.
- Reviews and responds to employees and vendors complaints over issuance, denial, and suspension of licenses.
- Develops and maintains procedures to ensure the smooth and efficient installations and repairs of casino devices; ensures staff compliance with Gaming Compact technical standards; monitors and ensures that all appropriate regulatory agencies are contacted and available to observe installation of gaming devices or replacement of EPROM chips; ensures the integrity of casino gaming devices is strictly maintained, and communicates and resolves slot machine compliance concerns and violations with Casino Management, NIGC, POIGRA and gaming manufacturers.
- Coordinates with all casino departments, Internal Audit, and Finance Departments, Pueblo's General Counsel's Office, and Police to foster good working relationships between the various departments.
- Acts as primary liaison in coordinating investigative with various state and federal gaming agencies and provides investigative support to these agencies as needed.
- Directs and monitors liquor compliance at the gaming facilities in accordance with the provisions of the New Mexico State Liquor statutes; monitors the results of Liquor compliance inspections and reports significant irregularities to the appropriate tribal and state entities.
- Maintains comprehensive records of the agency's activities.
- Meets with Governor and Tribal Council on a monthly basis to report findings of audits and other pertinent issues; provides administrative support and communicates with the Governor concerning all aspects of the agency's work and operations, including all audits.
- Reviews all reports and audits of gaming activities and insures compliance with mandates; reports all findings to the Governor and Tribal Council, in writing, on a bi-weekly basis; submits recommendations and supporting materials to the Governor in connection with licensing decisions, violations of laws, regulations or policies, and other matters to be considered and decided by the agency.
- Reviews and evaluates agency regulations, internal controls, and policies, and makes recommendations concerning same to the Governor and Tribal Council.
- Prepares and recommends an annual budget for the Agency and present to Tribal Council for approval. Administers and ensures compliance with the Agency's budget.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains current working knowledge of trends in the gaming and regulatory industries.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Increases management's and staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and administrative staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Master's Degree in Business, Finance or related field.
- Five years gaming operations experience and two years management experience, preferably in an Indian gaming environment; or equivalent combination of education and experience.
- Certified Protection Professional (CPP).
- Certified Gaming Commissioner.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements related to gaming operations.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration.
- Ability to work independently and meet strict time lines.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or casino environment.
- Exposure to second-hand smoke.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.