

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: REGULATORY DIRECTOR
DEPARTMENT: GAMING
SUPERVISOR: GAMING COMMISSION
STATUS: EXEMPT/SALARIED

Summary

Working in a very complex and specialized environment, utilizing well developed diplomatic skills, the Regulatory Director (“Director”) will serve as the key administrative employee of the Sauk-Suiattle Gaming Commission. The Director accomplishes the strategic objectives of the Commission by planning, organizing, and directing all functions required to regulate and monitor activities and services of the Tribe’s gaming operation. The Director will implement the foundational regulations and compliance program on behalf of the Commission. The Director will supervise and support day to day monitoring of compliance with all applicable gaming laws and regulations.

Essential Duties and Responsibilities

- Functions as a diplomat, representing the Sauk-Suiattle Indian Tribe (SSIT), in all dealings on behalf of the Commission. The Director must recognize and respect the “government-to-government” relationship that exists between the Tribal, State, and Federal state governments through their designated agencies. Comprehends the importance of gained knowledge and appreciation achieved by a high degree of cultural awareness.
- Plans, organizes, and directs both routine and complex investigations dealing with either administrative or criminal violations occurring within the gaming operation.
- Protect the assets of the SSIT by ensuring adherence to all applicable gaming laws and regulations.
- At the direction of the Commission, develops, amends, implements, and maintains the standard operating procedures of Commission operations that are consistent with Tribal, Federal, and State requirements.
- Directs all administrative actions of the Commission. Supervisory authority over Commission staff including compliance, surveillance, and licensing.
- Oversees the monitoring and inspection processes of all licensed gaming actives to ensure compliance with Tribal, State and Federal Gaming laws and regulations.
- Reviews and recommends updates of all applicable policies, procedures, and internal controls to the Commission for approval to ensure a high level of compliance and asset protection.
- Represents the Commission as a liaison with State and Federal co-regulatory bodies as needed to organize audits, meetings, and consultations.
- Advises the Commission on the application of all Tribal, State, and Federal gaming laws and codes and ensures the gaming operation is compliant.

- Implements and enforces gaming license provisions established in applicable regulations. This includes establishing and conducting the Commission's employee and vendor licensing program.
- Provides executive leadership and hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
- Maintains occupational knowledge and skills by conducting research, attending seminars, educational workshops, classes, and conference etc.
- Gathers information on issues, incidents, procedural problems, performs due diligence and research as appropriate, and formulates a staff opinion. Documents and presents these findings to the Commission.
- Prepares, recommends approval, and administers the Commission's annual budget and aligns resources to achieve strategic goals and objectives.
- Identifies and arranges relevant gaming regulatory training for Commission personnel.
- Special projects and all other duties as assigned by the Commission.

Skills

- Excellent communication skills to effectively communicate with various departments, staff, vendors, and executives using poise, tact, and diplomacy.
- Strong math and analytical skills with emphasis on researching, interpreting, and translating a variety of data.
- Strong organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, and planning.
- Ability to maintain composure, think clearly, perform well under pressure, exercising good judgment in appraising difficult situations and making appropriate decisions.
- Ability to foster a cooperative and team-oriented work environment.
- Skilled in gaming laws, regulations, internal controls and policies.
- Ability to compose business correspondence, i.e., letters, memorandums, etc.
- Must be computer literate with the ability to learn new software applications readily from a user standpoint.

Education Requirements

- Bachelor's Degree in Business Administration, Public Administration, Legal Studies or a related field.
- Master's Degree in a related field may be substituted for two years of gaming experience.

Experience Requirements

- Must have 10 years of progressive gaming experience, Tribal gaming experience is preferred, 5 years of which must include gaming regulation in compliance, licensing, audit, or other regulatory position.
- Must have a minimum of 5 years demonstrable work experience managing and supervising staff.

- Must possess knowledge and experience of casino operations, with an emphasis on Table Games, Slots, Cage, Accounting, general operations, procedures and controls.
- Must possess experience in establishing/monitoring internal controls as part of complying with the laws and regulations of Tribal, Federal, and State Gaming laws.
- Must be knowledgeable and understand Tribal, Federal, State Gaming laws and regulations, including gaming facility internal controls and policies.

Certificates, Licenses, Registrations

- Must have a valid Washington State Driver's License.
- Sauk-Suiattle Tribal Gaming License.
- CPR/First Aid and Blood Borne Pathogen certification.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must present a neat appearance and be physically capable of making a forcible detainment.
- Must be able to bend without difficulty and stand for prolonged periods of time.
- May be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear.
- Must occasionally lift and/or move up to 40 pounds.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.