



**San Pasqual Band of Mission Indians
Position Vacancy**

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| Position Title: Director of Gaming Commission | Posting Date: January 14, 2019 |
| Position Reports to: Gaming Commissioners | Employment Category: Exempt |
| Department: Gaming Commission | Closing Date: Until Filled |

Position Summary:

The Director of Gaming is responsible for the protection of the integrity of all gaming related activities of the San Pasqual Band of Mission Indians Tribe. This position ensures all policies, procedures and gaming activities are in compliance with the Indian Gaming Regulatory Act, the Minimum Internal Control standards of the National Indian Gaming Commission, the Tribal-State Compact, the Tribal Gaming Ordinance, and Tribal Internal Control Standards.

Essential Duties and Responsibilities:

- Supervisory oversight over licensing, compliance, internal audit and surveillance departments.
- Directs all administrative actions of the Gaming Commission.
- Promulgate regulator policies pursuant to Tribal, Federal and State regulations.
- Monitor gaming activities to ensure compliance with policies and procedures as well as Tribal, Federal and state regulations through internal audit, compliance and the surveillance department.
- Conduct investigations and take appropriate enforcement and corrective action as necessary.
- Provide twice-weekly reports to the Gaming Commissioners of the status of the gaming activities.
- Ensure confidentiality and compliance with all licensing requirements of the National Indian Gaming Commission and the Tribal State Compact.
- Responsible for the preparation and management of the budgets for the Gaming Commission.
- Review and investigate deficiencies in financials or audit reports.
- Set up and facilitates appeal hearings.
- Responsible for identifying staff disciplinary problems and training needs.
- Responsible for the handling, storing, and safekeeping of records, documents and Agency assets.
- Must comply with terms outlined in confidentiality agreement.
- Other duties as assigned.

Education, Experience, Qualifications and Skills:

- Previous experience as a Director of Gaming with a nationally recognized Tribal Gaming Commission for at least three (3) years.
- A Bachelor's degree preferred but experience as a Director of Gaming or equivalent experience may be used in place.

- Prior experience working with the National Indian Gaming Commission (NIGC), California Gambling Control Commission (CGCC) and the Bureau of Gambling Control (BGC) or other State Agency.
- Ability to maintain a high level of confidentiality.
- Must possess a valid California Driver's License.
- Must be able to pass a background investigation, drug screening and obtain a San Pasqual Tribal Gaming Commission Key gaming license.

Performs duties in a well-lighted, ventilated and temperature-controlled office environment. Occasional exposure to a smoke-filled, noisy environment.

Note: Applicants must meet the education, experience, and qualifications in order to be considered for the position.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to P.O. Box 365, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.