

Kickapoo Tribe In Kansas Position Description
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Title: Executive Director / Gaming Commission
Position: Full Time
Salary: Negotiable /BOE
Reports to: Tribal Gaming Commission / Kickapoo Tribal Council

Responsibilities:

- Acts as the Gaming commission's agent for carrying out the duties of the Commission.
- Directly supervises the operating functions of the Commission: Licensing, Surveillance and Investigation, and Internal Auditing.
- Recommends for action by the Commission new or revised policies with respect to the Commission's mission and functions.
- Drafts and presents to the commission for approval the detailed procedures required to carry out the policies of the Commission; maintains and updates these procedures as required.
- Reports to the Commission on a regularly scheduled basis as to the status of Gaming Commission activities, and brings to the attention of the commission any issues, problems, concerns, or related communications.
- Liaison to General Manager and Tribal Council.

Day-to-Day Activities and Expectations for the Executive Director:

- Perform on-premise activities to fulfill the Commission's regulatory responsibilities:
 - Walk the Casino floor, performing spot checks, and generally being visible as the Commission's representative.
 - Locate potential problems and risks in the Casino with respect to the control systems.
 - Identify situations when the Casino operations staff has not followed procedures.
- Address issues related to the interpretation of gaming operations internal controls, surveillance, and auditing procedures, including:
 - On-the-spot rulings as observed or requested.
 - Working with operations management to oversee the implementation of internal controls, but appreciating the trade-offs between good control and operating efficiency/customer service.
 - Responsibilities delegated to the Executive Director in the Gaming Operations manuals.
- Identify and document reportable "incident."
 - As specified in the prohibited acts (Section9) of the Tribal Gaming Ordinance.
 - As specified in the Internal Controls of the Gaming Operations manuals.
- Gather information on issues, incidents, and procedural problems, perform due diligence and research as appropriate, and formulate a staff opinion. Document and present these findings as appropriate to the Commission.

- Establish classification parameters for referring issues within the full Commission, such as:
 - Level 1 Issues – referred to Internal Auditor – an issue of potential concern that requires further analysis or research by the internal auditing function.
 - Level 2 Issues – referred to Executive Director – as issue that impacts operations or employee conduct.
 - Level 3 Issues – referred to Gaming Commission – an issue of significance that affects policies and procedures established by the Commission.
- Oversee the Surveillance function, and by delegation to the Surveillance Manger, ensure that all functions of the Gaming Ordinance, Section V. regulations governing surveillance, are being properly carried out.
- Supervises the control system and key control for electronic gaming devices (EGD).
 - Supervise the re-keying of machines.
 - Take possession of the keys as specified in the procedures for EGD.
- Administer the process for Commission hearings and appeals to the Tribal Council.
- Develop a formal process for communications between the Commission staff and the Commission members.
- Draft an agenda for regular Commission meetings. Typical agenda would include:
 - General information and status report.
 - Incident report.
 - Reporting (informational only) on Level 1 and 2 decisions made by the Commission staff.
 - Staff reports (by each Manager).
 - Discussion and action on policy-related issues.

Qualifications:

Position requires a degree in Business Administration or Business Management with five (5) years experience in management and supervision. Former casino or Indian Gaming experience is preferred. Applicant must be able to successfully meet the requirements to obtain a Category I Gaming license.

Privacy Policy:

The Executive Director shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i)(1).

Drug-Free Workplace Policy:

As condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.