

Kickapoo Tribe in Kansas Position Description

Title: Gaming Commissioner

Position: Tribal Council Appointment

Reports to: Tribal Council

Status: 20 hours part-time, \$25.00 per hour

Position Summary:

The Commissioner shall have primary responsibility for oversight of tribal casino gaming operations to assure the integrity of such operations. Shall comply with all provisions of the Compact, Indian Gaming Regulatory Act, and the Kickapoo Nation Tribal Gaming Commission Ordinance. Shall perform all duties in a professional, fair and consistent manner.

Position responsibilities and Knowledge, Skills and Ability:

Review inspector's daily incident reports and surveillance department daily shift reports. Read and approve procedures and policies for commissioners and various Casino departments.

Read, understand and approve internal controls and procedural changes and/or additions from Casino Management.

Monitor various commission departments such as licensing, surveillance and inspection.

Provide direction and guidance on amending internal controls. Each commissioner is responsible for four (4) designated areas in the Casino.

Prepare for and attend all Commission meetings, which will be 1 or 2 per week.

Shall prepare for and attend monthly Central Plains (4-Tribes) meetings.

Prepare for and attend monthly meetings with Tribal Council and Casino Management.

Commissioners act as an appellate body for Commission employee grievances.

Must demonstrate professionalism at all times.

Must work at least one half of weekly time on site at the Casino or the Gaming Commission office.

Prepare for and attend Quarterly meetings with State Gaming Commission.

Ability to read, interpret and implement Gaming Laws and Regulations.

Ability to write investigative, financial and analytical type reports such as writing formal hearing decisions and orders several times per month.

Working knowledge of the different Gaming classifications.

Working understanding of how the gaming licensing process works and be able to make decisions on licensing applications in a timely manner.

Minimum Qualifications:

High School diploma or G.E.D. certificate, college degree preferred.

Must attend Commissioner orientation training, usually two days and obtain continued training while serving as a Commissioner.

Shall possess valid driver's license in state of residency and be fully insurable under tribal insurance policy. Provide current MVR prior to appointment for clearance.

Must be able to understand and carryout tasks with little or no supervision.

Demonstrated experience or ability to conduct oversight and monitoring of regulated operations.

Documented experience managing people and functions, however serves primarily in a policymaking role.

Experience working with the general public.

Shall maintain strict confidential information at all times.

Privacy Act:

The Commissioner must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 552a) (i)(l).

Drug-Free Workplace Policy:

As a condition of employment, appointees 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 filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Kickapoo Tribal Employment Rights Ordinance (TERO), and Kickapoo Nation Tribal Gaming Commission Ordinance as amended on April 8, 1996 et. seq. Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-tribal applicants in the absence of qualified Indian Preference eligible.

Length of term will be determined by the Tribal Council. Position opened until filled.