

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Gaming Commission
Executive Director

Position Number: 4426

Pay Grade: S 11

Department: Gaming Commission

Location: Perkins, OK

Issuing Date: April 15, 2009



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Closing Date: Until Filled

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY -- The Gaming Commission Executive Director is responsible for administering the affairs of the Iowa Tribe of Oklahoma Gaming Commission, which is the Tribal Government Regulatory Agency, including implementing policies and procedures established by the Commission in compliance with the Tribal gaming ordinance and/or any tribal gaming compact.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Investigate any aspect of the operations of the Enterprise, in order to protect the public interest in the integrity of such gaming activities and to prevent improper or unlawful conduct.
- Facilitate the responsibilities and duties set forth for the Tribal Gaming Agency in any ordinance or compact.
- Enforce the plan for the protection of public safety and the physical security of patrons and employees.
- Enforce machine integrity and surveillance systems.
- Supervise the issuance and revocation of licenses for gaming employees.
- Maintain a list of persons barred from the gaming facilities.
- Enforce the rules of each game of chance.
- Facilitate penalties for violation of the Gaming Ordinance or any Compact.
- Facilitate policy for receiving complaints from gaming employees the general public.
- Administer the budget and employ staff as appropriate to fulfill Commission responsibilities.
- Provides a monthly report to the Gaming Commission on the status of the budget and results of operation
- Attends all meetings of the Gaming Commission and other tribal and related bodies as deemed appropriate

SUPERVISORY RESPONSIBILITIES

- Supervises the daily activities of the Gaming Commission staff.
- Performs other tasks consistent with the normal administrative responsibilities for the proper functioning of the Gaming Commission as set forth in the Gaming Ordinance and/or Gaming compact.

QUALIFICATIONS -- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Prefer Bachelor's Degree from four-year university in Business Administration, Public Administration, or related field and at least four years experience in working with Indian Tribal governments or tribal gaming.

LANGUAGE SKILLS

Must have excellent written and oral communications skills. Requires ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

ADDITIONAL REQUIREMENTS – Applicants must:

Possess valid Oklahoma drivers License and be insurable.
Pass criminal background check and investigation for Key Gaming License.
Successful applicant must submit and pass required drug test as a condition of employment.