



Kickapoo Tribe of Oklahoma

JOB OPENING

Job Title: Executive Director of Gaming
Salary: Depending on Qualifications
Open: October 6, 2017

Department: Kickapoo Tribe Gaming Commission
Closing Date: Open Until Filled

DESCRIPTION:

The Executive Director of Gaming is the official administrative representative of the Tribal Gaming Commission. This position provides supervision and direction to all Gaming Commission Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

Duties:

1. Acts as the official liaison for Casino General Manager and outside regulatory agencies.
2. Acts as the administrative representative of the Gaming Commission, Surveillance, Internal Audit, and Licensing and Investigation Staff.
3. Acts as the official liaison with the Local, State, and Federal Agencies to include State of Oklahoma, State Compliance Agency, and National Indian Gaming Commission representatives.
4. Annually prepares and submits to the Tribal Gaming Commission, for its approval, internal audit program and financial budgets for succeeding fiscal year. Submits monthly update of each department report to Tribal Gaming Commission.
5. Sets up and administers proper procedures for all hearings as a result of gaming related offenses, including license revocations.
6. Insures that all licensing requirements are completed in a timely basis.
7. Takes such action as may be determined by the Tribal Gaming Commission or the Kickapoo Tribe of Oklahoma Business Committee as necessary to protect the security and integrity of gaming.
8. Monitor the casino for gaming related offenses, violations of Minimal Internal Control Standards (MICS), Tribal Internal Control Standards (TICS), and other criminal violations.
9. Carry out regulatory duties and responsibilities provided under the Kickapoo Tribe of Oklahoma Tribal Gaming Ordinance as well as Indian Gaming Regulatory Act (IGRA) and such other duties with respect to gaming activities as the Kickapoo Tribe of Oklahoma Business Committee directs.
10. Ensure Gaming Commission Staff within each sub department receive necessary and adequate training to perform essential job duties and functions.
11. Reviews and approves all policies and procedures of the gaming establishment.
12. Execute supervisory responsibilities by assisting and overseeing day to day activities of Licensing, Internal Audit, Compliance, and Surveillance sub departments.
13. Perform other duties as may be assigned.

EDUCATION and/or EXPERIENCE

- 5 Years previous experience as manager in a casino
- Bachelors Degree in Business or related field, preferred
- Working knowledge of federal and state gaming laws.
- Familiar with standard concepts, practices and procedures of the gaming industry.
- Ability to maintain a HIGH level of confidentiality.
- Ability to work independently and with others.



QUALIFICATIONS:

If you are interested in the positions listed above, please submit application to:

Kickapoo Tribe of Oklahoma

Attn: Human Resource

PO BOX 70

McLoud, OK. 74851

or by fax at: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.

*The Kickapoo Tribe of Oklahoma is a Drug-Free Workplace
and an At-Will Employer*