



GAMING COMMISSIONER

ANNOUNCEMENT - MECHOOPDA TRIBAL GAMING COMMISSIONER

The Mechoopda Casino is in the planning stage of development and is scheduled to open in mid-year 2018.

Position Title:	Mechoopda Tribal Gaming Commissioner (must be at least at least twenty-five (25) years of age prior to appointment)
Position:	Tribal Gaming Commissioner
Status:	Temporary Appointment – until the July 8, 2018 General Membership, where Tribal Council shall then make formal appointments
Opening Date:	October 25, 2017
Posting/Closing Dates:	Open until filled
Compensation:	Stipend for time and/or services. Full Time when funding becomes available

SUMMARY:

Gaming Commissioners are officials of the Mechoopda Indian Tribe of Chico Rancheria and responsible for oversight, investigation, and regulation of the conduct of gaming operations authorized by the Mechoopda Indian Tribe of Chico Rancheria Gaming Ordinance. Primary responsibility is the on-site regulation, control, and security of the gaming facilities and operations authorized by the Tribal State Compact.

DUTIES AND RESPONSIBILITIES:

- Carry out the responsibilities authorized by the current Tribal-State Gaming Compact and National Indian Gaming Commission (NIGA).
- Overall management and supervision of the Tribal Gaming Commission.
- File a quarterly and annual reports to the Tribal Council.
- Assist with the preparation of Tribal Gaming Commission budgets.



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Opening Date: October 27, 2017

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Compensation: Stipend for time and/or services. Full Time when funding becomes available

Please visit www.mechoopda-nsn.gov for a full position description, requirements and application.

For information call Sandra Knight at (530) 924-2713

Job Description – Gaming Commissioner

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- Assist with the preparation of appropriate regulations and procedures to facilitate the Tribal Gaming Commissions' mission.
- Attend Tribal Gaming Commission meetings, hearings, and other official events.
- Supervision of the Tribal Gaming Commission staff, including hiring, firing and discipline.
- The Tribal Gaming Commissioner(s) shall have a fiduciary duty to the Tribe and shall be accountable for the finances and assets of the Tribal Gaming Commission.
- Issue licenses for gaming-related employees and vendors, oversee and define the conduct of the licensees.
- Observed shipping, receiving, installation, relocation, removal, storage of gaming devices for security and compliance.
- Observe all gaming equipment and supplies for integrity and compliance with applicable laws and regulations.
- Attend trainings and other events to maintain awareness of current trends and issues in Indian Gaming compliance.
- Monitor table games, drops, counts, money transfers, and certain jackpots for compliance.
- Observe and report illegal activities, violations of gaming regulations for all revenue generation areas and other areas throughout the casino and surrounding property.
- Suspend or revoke for cause, any gaming license.
- Perform background investigations of primary gaming management personnel and key gaming employees.
- Meet with gaming officials of other jurisdictions, the Attorney General and other law enforcement officials relating to possible criminal violations.
- Ensure compliance with all applicable laws and regulations related the gaming operations, including the Tribal State Compact, the Indian Gaming Regulatory Act, and applicable regulations of the National Indian Gaming Commission.
- Provide for physical safety of patrons and personnel in the gaming facilities, the physical safeguarding of assets transported to and from the gaming facility and while on the gaming premises, the protection of the gaming operations from illegal activity.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

SPECIAL REQUIREMENTS:

- Organizational skills required.
- Must be 25 years of age or older.
- Oral and written skills preferred.
- Must be able to establish and maintain effective working relationships; work with fellow employees in a professional manner.
- Must submit to and pass a criminal history background including credit check and drug test and be licensed by the Tribal Gaming Commission.
- To perform this job successfully; an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- May not be a present member of the Mechoopda Indian Tribe of Chico Rancheria Tribal Council.
- May not have a financial interest in the conduct of any gaming facility.

EDUCATION and/or EXPERIENCE:

- High School diploma or general education degree (GED) required.
- College graduate preferred but not required.
- Computer proficiency required in MS Word, Excel, and Access or related software.

- Understanding of basic financing and business principles.
- Tribal regulatory experience preferred but not required.
- Law enforcement experience preferred but not required.
- Gaming management experience preferred but not required.
- Present a professional attitude and appearance in all situations.
- Native American Preference.
- Must possess a current California Driver's license or qualify to obtain one.

SPECIAL QUALIFICATIONS:

Must be a fast learner and must be able to work independently. Must be able to read and interpret documents, able to write routine reports and correspondence, able to calculate figures and amounts such as discounts, interest, proportions, percentages and perform basic algebra.

Must be able to solve practical problems and deal with a variety of variables. Must be able to deal with frequent change, delays, or unexpected events. Must be able to collect and research data, demonstrate attention to details, accuracy and thoroughness, and complete work in a timely manner. Must be organized.

Must be able to be consistently at work and on time. Might be required to work late to complete a project. Must have a current driver's license and an acceptable driving record.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-one-one and small group situations to visitors, vendors, clients, employees, and other associates of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is regularly required to talk, listen or hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee will frequently lift, move or carry up to twenty-five (25) pounds. Occasionally the employee may be required to lift, move or carry more than fifty (50) pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job.

The noise level in the work environment is usually moderate.

I have read and understand the job description for Gaming Commissioner.

I can perform all duties required as described.

(Applicant's Signature)

(Date of Signature)

(DL/ID#)

(DOB)

(Social Security #)

Please email resume, cover letter and references to:

Sandra Knight at sknight@mechoopda-nsn.gov