



## 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 2021.

Position Title:	Mechoopda Tribal Gaming Commissioner
Position:	Tribal Gaming Commissioner
Status:	One (1) one-year appointment One (1) two-year appointment One (1) three-year appointment (Chairperson)
Opening Date:	March 2, 2020
Posting/Closing Dates:	March 20, 2020 5:00 p.m.
Compensation:	Stipend for time and services. Full-time compensation 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 quarterly and annual reports to the Tribal Council.
- Assist with the preparation of Tribal Gaming Commission budgets.
- Assist with the preparation of appropriate regulations and procedures to facilitate the Tribal Gaming Commission's mission.
- Attend Tribal Gaming Commission meetings, hearings, and other official events.
- Supervision of the Tribal Gaming Commission staff, including recruitment, discipline, and termination.
- Issue licenses for gaming-related employees and vendors; oversee and define the conduct of the licensees.

- Observe shipping, receiving, installation, relocation, removal, and 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, and the protection of the gaming operations from illegal activity.
- 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.

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; however, an individual must be able to perform each duty satisfactorily to be successful.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of: correct English, including grammar, spelling, punctuation, and editing; basic financing and business principles; Microsoft Word, Excel, and Access or related software. Knowledge of, or ability to learn, applicable infrastructure, policies, and procedures and be able to work independently. Must possess excellent organizational skills with high work ethic standards. Must have high school diploma or general education degree (GED).

Ability to: read, interpret, and write routine reports and correspondence; calculate figures and amounts such as discounts, interest, proportions, percentages and perform basic algebra; solve practical problems and deal with a variety of variables; perform work under shortened timelines; establish and maintain effective working relationships and work with colleagues in a professional manner; manage frequent changes, delays, or unexpected events; collect and research data, demonstrate attention to details, accuracy and thoroughness, and complete work in a timely manner; effectively present information in one-on-one and small group situations to visitors, vendors, clients, employees, and other associates of the organization.

### **SPECIAL REQUIREMENTS:**

- Must be 25 years of age or older prior to appointment.
- Must submit to and pass a criminal history background including credit check and drug test and be licensed by the Tribal Gaming Commission.
- Must possess a current, valid driver's license (or qualify to obtain one) and an acceptable driving record
- 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.

**PREFERRED QUALIFICATIONS:**

- Undergraduate degree
- Tribal regulatory experience
- Law enforcement experience
- Gaming management experience
- Native American preference

**PHYSICAL DEMANDS:**

While performing the duties of this job, this position is regularly required to talk, listen, or hear. This position is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. This position 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 position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position will frequently lift, move or carry up to 25 pounds. Occasionally this position may be required to lift, move, or carry more than 50 pounds.

The noise level in the work environment is usually moderate.

The above demands described are representative of those that must be met to successfully perform the functions of this job.

I have read and understand the job description for Gaming Commissioner and certify that I am able to perform all duties required as described.

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Applicant's Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
DL/ID#

\_\_\_\_\_  
DOB

\_\_\_\_\_  
Social Security #

To apply, please email your application, resume, cover letter, and contact information and three (3), non-related references to Mark Alabanza at [malabanza@mechoopda-nsn.gov](mailto:malabanza@mechoopda-nsn.gov).