

Position Title:

Regulatory Director

Reports to:

Sauk-Suiattle Gaming Commission (“Commission”)

Status:

~~Exempt \$80- \$100 DOE~~

License Classification/Requirements:

Sauk-Suiattle Tribal Gaming License

Job Summary:

Working in a very complex and specialized environment, utilizing well developed diplomatic skills, the Regulatory Director (“Director”) will serve as the key administrative employee of the Sauk-Suiattle Gaming Commission. The Director accomplishes the strategic objectives of the Commission by planning, organizing, and directing all functions required to regulate and monitor activities and services of the Tribe’s gaming operation. The Director will implement the foundational regulations and compliance program on behalf of the Commission. The Director will supervise and support day to day monitoring of compliance with all applicable gaming laws and regulations.

Essential Duties and Responsibilities:

1. Functions as a diplomat, representing the Sauk-Suiattle Indian Tribe (SSIT), in all dealings on behalf of the Commission. The Director must recognize and respect the “government-to-government” relationship that exists between the Tribal, State, and Federal state governments through their designated agencies. Comprehends the importance of gained knowledge and appreciation achieved by a high degree of cultural awareness.
2. Plans, organizes, and directs both routine and complex investigations dealing with either administrative or criminal violations occurring within the gaming operation.
3. Protect the assets of the SSIT by ensuring adherence to all applicable gaming laws and regulations.
4. At the direction of the Commission, develops, amends, implements, and maintains the standard operating procedures of Commission operations that are consistent with Tribal, Federal, and State requirements.
5. Directs all administrative actions of the Commission. Supervisory authority over Commission staff including compliance, surveillance, and licensing.
6. Oversees the monitoring and inspection processes of all licensed gaming actives to ensure compliance with Tribal, State and Federal Gaming laws and regulations.
7. Reviews and recommends updates of all applicable policies, procedures, and internal controls to the Commission for approval to ensure a high level of compliance and asset protection.
8. Represents the Commission as a liaison with State and Federal co-regulatory bodies as needed to organize audits, meetings, and consultations.

9. Advises the Commission on the application of all Tribal, State, and Federal gaming laws and codes and ensures the gaming operation is compliant.
10. Implements and enforces gaming license provisions established in applicable regulations. This includes establishing and conducting the Commission's employee and vendor licensing program.
11. Provides executive leadership and hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
12. Maintains occupational knowledge and skills by conducting research; attending seminars, educational workshops, classes, and conference etc.
13. Gathers information on issues, incidents, procedural problems, performs due diligence and research as appropriate, and formulates a staff opinion. Documents and presents these findings to the Commission.
14. Prepares, recommends approval, and administers the Commission's annual budget and aligns resources to achieve strategic goals and objectives.
15. Identifies and arranges for relevant gaming regulatory training for Commission personnel.
16. Special projects and all other duties as assigned by the Commission.

NOTE: Sections below are the minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

EDUCATION:

Bachelor's Degree in Business Administration, Public Administration, Legal Studies or a related field. [Progressive Experience in related field may be substituted for education requirement.](#)

A Master's Degree in a related field may be substituted for two years of gaming experience.— [Progressive Experience in related field may be substituted for education requirement.](#)

SKILLS:

Excellent communication skills to effectively communicate with various departments, staff, vendors, and executives using poise, tact, and diplomacy.

Strong math and analytical skills with emphasis on researching, interpreting, and translating a variety of data.

Strong organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, and planning.

Ability to maintain composure, think clearly, perform well under pressure, exercising good judgment in appraising difficult situations and making appropriate decisions.

Ability to foster a cooperative and team-oriented work environment.

Skilled in gaming laws, regulations, internal controls and policies.

Ability to compose business correspondence, i.e., letters, memorandums, etc.

Must be computer literate with the ability to learn new software applications readily from a user standpoint.

EXPERIENCE:

- Must have Ten (10) years of progressive gaming experience, Tribal gaming experience is preferred, five (5) years of which must include gaming regulation in compliance, licensing, audit, or other regulatory position.
- Must have a minimum of five (5) years demonstrable work experience managing and supervising staff.
- Must possess knowledge and experience of casino operations, with an emphasis on Table Games, Slots, Cage, Accounting, general operations, procedures and controls.
- Must possess experience in establishing/monitoring internal controls as part of complying with the laws and regulations of Tribal, Federal, and State Gaming laws.
- Must be knowledgeable and understand Tribal, Federal, State Gaming laws and regulations, including gaming facility internal controls and policies.

OTHER REQUIREMENTS:

- Must demonstrate current knowledge of the Tribal/State Compact and applicable NIGC regulations.
- Strong understanding and knowledge of procedures manuals of various casino departments.
- Must have knowledge of the Bank Secrecy Act-Title 31.
- Must be 21 years of age or older.
- Must have a valid Washington State driver's license.

Physical Characteristics and/or Prerequisites:

- Must occasionally lift and/or move up to 40 pounds.
- Must present a neat appearance and be physically capable of making a forcible detainment
- Must be able to bend without difficulty and stand for prolonged periods of time.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per