



# Cow Creek Gaming & Regulatory Commission

## Position Description

**Position Title:** Deputy Director

**Department:** Gaming Commission

**Reports To:** Executive Director

**FLSA Designation:** Exempt

**Date Written/Revised:** 04/2018

**Pay Grade:** 16

### POSITION PURPOSE:

Responsible for the oversight of the daily operation of the Cow Creek Gaming & Regulatory Commission; to include the operation of the commission office, oversight of the gaming inspectors, internal audit and surveillance departments, as directed by the Executive Director. Ensures regulations relative to the on-site regulation, control and security of the gaming authorized by the Tribal/State compact are adhered to, to assure the protection of Tribal assets and preserve the integrity of gaming.

### ESSENTIAL FUNCTIONS:

- Ensures that all departments within the commission are adequately staffed and trained to meet each department's principle function to meet the requirements of the Tribal/State Compact, National Indian Gaming Commission minimum internal control standards and Tribal Gaming Ordinance. Makes recommendations as needed.
- Directs the onsite functions of the gaming inspectors to ensure Seven Feathers Casino Resort is in compliance with Tribal/State Compact and National Indian Gaming Commission rules and regulations.
- Assists in developing, maintaining and updating the CCGRC Internal Controls and ensures that they meet or exceed the minimum internal control standards as listed by the Tribal/State Compact and the National Indian Gaming Commission.
- Assist with overseeing the Internal Audit department.
- Fulfills licensing obligations relative to Tribal, State and Federal rules and regulations to include fee regulations and fine issuance.
- Assists with scheduling, payroll, performance evaluations, and disciplinary issues as directed by the Executive Director.
- Assists in developing and maintaining policies and procedures specific to CCGRC as directed by the Executive Director to include but not limited to licensing, vendor backgrounds and licensing, eviction processes, surveillance department, gaming inspectors, etc.
- Review and investigate, at a player's request, a dispute that was not resolved by Seven Feathers Casino Resort and provide report to Executive Director as directed.
- Provide required reports involving criminal or regulatory issues that may affect the fairness, integrity, security or honesty of tribal gaming activities, to the Executive Director, commissioners and the Oregon State Police Tribal Gaming Section, as applicable.

Initials\_\_\_\_\_

- In concurrence with the Executive Director, assures CCGRC operates within the annually approved budget to adequately staff and operate the functions of the commission in the most economic and efficient manner.
- Attends monthly commission meetings to report on all issues involving commission personnel, games and asset protection, regulatory issues involving guests, violations of the Tribal/State Compact and/or the Internal Controls.
- In the absence of the Executive Director, keeps the commission apprised of significant issues that could affect the fairness, integrity, safety and health (FISH) of the operation on an ongoing basis.
- Attends meetings as required which include, but are not limited to; Cow Creek Gaming & Regulatory Commission, Oregon Association of Indian Gaming Commissions, Oregon Surveillance Network, Seven Feathers Casino Resort Director meetings, and as directed by the Executive Director.
- Maintains confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.
- Other duties as assigned by the Executive Director.

### **QUALIFICATIONS:**

- High School Diploma or equivalent, some college or college degree preferred.
- Five (5) years supervisory; with accounting and/or regulatory experience.
- Proven competency in written and verbal communication skills.
- Advanced skills in MS Word, Excel, Outlook, Publisher and PowerPoint.
- Ability to work under pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Excellent interpersonal and organizational skills.
- Must be 21 years of age or older.
- Current and valid Oregon Driver's License with the ability to qualify for the UIDC's Drivers Program.
- Must have the ability to obtain a Class III Gaming License.

