



**Cow Creek
Gaming & Regulatory Commission
Position Description**

Position Title: Executive Director

Department: Gaming Commission

Reports To: Gaming Commission Board

FLSA Designation: Exempt

POSITION PURPOSE:

Responsible for the overall 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, as directed by the Gaming Commissioners. 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:

- Assures 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 and as directed by the commission.
- Directs the functions of the gaming inspectors to ensure Seven Feathers Casino Resort is in compliance with Tribal/State Compact and the National Indian Gaming commission.
- Ensures that the Internal Controls are current and that they meet or exceed the minimum internal control standards as listed by the Tribal/State Compact and the National Indian Gaming Commission.
- Fulfills licensing obligations relative to Tribal, State and Federal rules and regulations.
- Review and investigate, at a player's request, a dispute that was not resolved by Seven Feathers Casino Resort.
- Provide required reports involving criminal or regulatory issues that may affect the fairness, integrity, security or honesty of tribal gaming activities, to the Commissioners and the Oregon State Police Tribal Gaming Section, as applicable.
- Prepares annual 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. 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 and required which include, but are not limited to: Cow Creek Gaming & Regulatory Commission, Oregon Association of Indian Gaming Commissions, Seven Feathers Casino Resort Director meetings, and others as directed by commission.

- 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 commission.

QUALIFICATION STANDARDS:

- High School Diploma, some college or college degree preferred.
- Five (5) years supervisory; with accounting and/or regulatory experience preferred.
- Have working knowledge of Tribal/State Compact and Tribal/State Class III Minimum Internal Controls, NIGC minimum internal control standards for Class II Gaming, IGRA and personnel management.
- Ability to work under pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Computer literate and have excellent oral, written and organizational skills.
- Current and valid Oregon Driver's License.
- Must be able to obtain a Class III Gaming License