

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2017-251      **Issue Date:** 11-09-17      **Closing Date:** 11-27-17

**Executive Director**  
**Gaming Commission**  
**Hourly Wage: \$37.57/Regular/Full-Time**

The Executive Director oversees Gaming Commission agency operations and personnel by assessing overall organization activities and providing direction, motivation, training and leadership to continually improve the performance of the team. Performance objectives for the Executive Director include operation of the agency in a manner that maximizes efficiency by effectively allocating Commission resources, streamlining agency activities through the creation and maintenance of cooperative, supportive alliances amongst the various Commission departments, executing a sound regulatory control and monitoring system to track and report compliance levels of the gaming operation and licensees and maintaining a comprehensive public education platform that effectively supports the goals and objectives of tribal gaming regulation.

**Knowledge, Skills and Abilities:**

- Extensive knowledge of the principles and practices of tribal administration and general office practices and procedures.
- Extensive knowledge of treaty law, tribal law, applicable state and federal laws and regulations, specifically in relation to the Indian gaming industry for purposes of regulatory requirements and for gaming operations internal controls.
- Strong executive level management experience and training/motivational skills for gaming industry and regularly standards.
- Extensive knowledge of computers and electronic data processing in gaming industry.
- Extensive knowledge of slot machines, software, and manufacturer systems and industry standards.
- Extensive knowledge of applicable tribal and federal revenue distribution laws, regulations, rules, and policy specific to Indian gaming.
- Strong interpersonal skills with gaming operations and regulatory entities.
- Above average written and verbal communication skills and public speaking.
- Ability to lead and supervise subordinate managers and staff efficiently and effectively.

**General Recruiting Indicators:**

- Bachelor's degree required, preferably in a related field (criminal justice or business administration).
- Three to five years tribal management and training experience required.
- Five to ten years of Indian gaming experience required.
- Five to ten years of Indian gaming or tribal governmental regulatory experience preferred.
- Professional JD, MBA or MPP degree preferred.
- Any equivalent combination of education and work experience may be substituted for consideration by Commissioners for required qualifications.

**Special Requirements:**

- This position is "at will" and is responsible for the daily oversight of a 24-hour a day and seven days per week organization, including all weekends and holidays. Due to the unique demands of the position, non-traditional work hours may be required.
- Ability to pass an annual thorough criminal background investigation and pre-employment drug and alcohol test.
- Yakama enrolled preference.