

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-092 **Issue Date:** 07-12-13 **Closing Date:** 07-19-13

Executive Director
Yakama Nation Gaming Commission
Gaming Commission Administration
Hourly Wage: \$37.57/Full-Time/Regular

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 tribal, state and federal laws and regulations, specifically in relation to the gaming industry.
- Strong executive level management experience and motivational skills.
- Extensive knowledge of computers and electronic data processing.
- Strong interpersonal skills.
- Above average written and verbal communication skills.
- Ability to lead and supervise subordinate staff efficiently and effectively.
- Ability to pass an annual thorough criminal background investigation.

General Recruiting Indicators:

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

Special Requirements:

- This position is responsible for the daily oversight of a 24-hour a day 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.