

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0049885
POSITION NO: 241371
POSITION TITLE: _____

DATE POSTED: 03/30/15
CLOSING DATE: 04/10/15

Gaming Surveillance Manager

DEPARTMENT NAME / WORKSITE: OPVP/NGRO/Fire Rock Casino, Church Rock, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB68A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>56,721.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>27.27</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general supervision, plans manages, and oversees surveillance shift operations; coordinates and administers activities of surveillance staff; monitors and ensures all Tribal and State Gaming Compacts, Navajo Nation Gaming Ordinance and Gaming Regulations (including NIGC Minimum Internal Control Standards) are applied to gaming violations; reviews all surveillance shift reports and incident reports to ensure accuracy and timeliness of reporting to all appropriate NGRO staff and law enforcement when applicable; conducts regular on-site monitoring of surveillance activities and provides feedback to NGRO Executive Director and staff. Meets with Executive Director (ED) to report on surveillance activities, training, and personnel concerns that may affect surveillance operations; reports surveillance activities and/or status reports on surveillance incident reports, including evidence being used to support investigations by the NGRO, tribal, state or federal law enforcement agencies; provides expertise and guidance on proper techniques used in detecting cheating in casino gaming or unusual, irregular or illegal gaming activities; monitors staff performance and conducts timely performance evaluation on surveillance staff; coaches and mentors staff to increase productivity and correct deficiencies in job performance; conducts regular staff meetings to keep staff informed of operational issues. Develops and maintains statistical data/methods to track surveillance incidents and violations; performs statistical analysis of surveillance activities and disseminates progress reports to provide status and to identify trends in compliance violators and/or patron incident identified by surveillance staff; meets with casino management as directed by ED on request for surveillance of casino employees and/or casino departments; develops and recommends new and/or revisions to internal controls, policies and procedures for surveillance operations; implements and evaluates new and revised internal control procedures; participates in and/or provides recommendations for the annual budget process.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Criminal Justice, Criminology, Business Administration or closely related field; and five (5) years of gaming, gaming regulatory or closely related work involving casino surveillance, two (2) years of which must have been in a supervisor capacity.

Preferred Qualifications:

- A Master's degree in Criminal Justice, Criminology, Business Administration or closely related field.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.
- Must possess a valid state drivers license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Working knowledge of progressive discipline processes. Knowledge of Federal, State and Navajo Nation laws, rules, regulations, practices and procedures related to gaming surveillance activities, knowledge of surveillance software and equipment, knowledge of the principles, practices of policies and procedures development and implementation, skill in developing statistical data and reports, skill in applying surveillance principles in an Indian Gaming setting.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.