

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0048888

DATE POSTED: 06/30/14

POSITION NO: 240278

CLOSING DATE: OUF

POSITION TITLE: Executive Director

DEPARTMENT NAME / WORKSITE: OPVP/Navajo Gaming Regulatory Office, Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: P.A.

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 100,000.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 48.08 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Manages and directs the regulation of gaming activities within the Navajo Nation; ensures that required audits are performed by an independent certified public accountant; develops and implements standards and protocols for inspection and investigations; oversees and ensures inspections are completed and that appropriate sanctions are imposed and/or corrective action is taken; ensures that background investigations are performed on all applicants for gaming licenses and applicants for management and key employees; approves or denies applications for licensure; limits, conditions, restricts, revokes or suspends any license issued; ensures approval of the rules of each game of chance operated by the Nation pursuant to Navajo Gaming Regulations and Ordinance; issues notice of violations or imposes a civil penalty upon any person or entity for violations; ensures compliance with all gaming compacts, Indian Gaming Regulatory Act, Navajo Nation Gaming Regulations and Ordinance; reviews the terms and conditions of all contracts entered into by the Navajo Gaming Regulatory Office for compliance with all applicable laws and regulations and makes recommendations thereon for approval; oversees and is responsible for various complex administrative matters that may be highly controversial and that impact the overall Nation Gaming Industry and the Nation; facilitates the Nation's strategic objectives; negotiates on behalf of the Nation on important substantive matters affecting regulation of the operation or services; establishes policy and partnership with key federal and state agencies; contacts key staff members of congressional committees, elected or appointed representatives of state and local governments, ranking federal and state officials. Regularly communicates overall office accomplishments and issues to the highest levels of leadership in the Navajo Nation government; serves on committees and task forces related to Gaming and/or economic development; and performs special assignments as required.

Minimum Qualifications:

- A Bachelor's degree in Public Administration, Business Administration or a related field; and six (6) years of experience in gaming management and/or regulation.

Preferred Qualifications:

- A Master's degree in Public Administration, Business Administration or a related field.

Special Requirements:

Must be able to obtain a Navajo Nation Gaming license and certification from the States of Arizona and New Mexico. Shall not have been convicted of a felony or a misdemeanor involving theft, embezzlement or a crime involving moral turpitude, whose prior activities, reputation, habits and associations shall not pose a threat to the public interest or the effective regulation of gaming, or create or enhance the dangers of unsuitable, unfair or illegal practices and methods and activities in the conduct of gaming; and possess a valid state driver's license. Must be able to obtain Navajo Nation Vehicle Operator's Permit.

(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:

Knowledge of modern principles and practices of gaming regulations, operations, strategic planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal and state laws. Knowledge of budget and reporting systems, financial controls and funding sources, program client service requirements. Skill in developing and analyzing program strategic plans, operating systems, procedures, controls, budgets and forecasts. Skilled in formulating and executing documents and reports, short- and long-term goals, objectives and program performance measures. Skill in managing staff and complex internal relationships, maintaining open and effective communication and effective working relationships. Providing advice and direction to assigned staff. Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations. Skill in the interpretation and analysis of documents including Navajo Nation, federal and state guidelines and regulations.

<<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.