



Position Description

Job Title:	Background and Licensing Manager
Reports To:	Executive Director
Supervises:	Licensing Department
Classification:	Salaried
Anticipated Starting Salary:	Salary DOE Full-time, benefit-eligible

The initial review date for this position will be September 25, 2023. Submissions received after this date **may** be considered at the discretion of the hiring committee.

Position Summary

The Licensing Background Manager (LBM) is responsible for ensuring that casino employees and vendor gaming license applicants are properly investigated, documented, and processed prior to the issuance or renewal of a gaming license by the Tribal Gaming Commission. In addition, the Licensing and Background Manager ensures that the licensing activities of the Tribal Gaming Commission are conducted in compliance with applicable Tribal and Federal regulations, the Tribal-State Compact, and the licensing regulations adopted by the Tribal Gaming Commission.

Responsibilities may include, but are not limited to:

- Conduct licensing investigations when needed, utilizing all available resources to gather information regarding gaming license applicants, including, but not limited to, open-source Internet tools, third-party resources, information provided by the applicants and their references, and FBI fingerprint results received from the National Indian Gaming Commission
- Serve as one of the Local Agency Security Officer for the Tribal Gaming Commission pursuant to the Criminal Justice Information System Security Policy
- Consult with and advise all levels of the Tribal Gaming Commission and its advisors regarding licensing matters
- Manage special licensing projects as directed by the Executive Director
- Timely report licensing issues and updates to the Executive Director and provide recommendations regarding the revocation and/or suspension of gaming licenses as appropriate and when required
- Monitor casino activities to identify vendors that may require licensure as a Gaming Resource Supplier
- Manage document retention and destruction program with respect to licensing files
- Receive, review, and respond to routine correspondence on licensing matters
- Interview applicants as part of the licensing process

- Interact and coordinate with the Human Resources Department regarding the licensing of potential and existing employees
- Train and advise licensing staff regarding the interpretation and application of tribal and federal regulations, the Tribal-State Gaming Compact and Tribal Gaming Commission regulations
- Evaluate the job performance of the licensing staff, recommend appropriate action to the Executive Director, and participate in the conduct of written performance evaluations in accordance with policy
- Perform administrative work for the Executive Director including office travel and ordering supplies
- Prepare letters, memos, presentations, and general correspondence
- Coordinate information from various staff and prepare appropriate documentation
- Serve as primary point of contact for internal office equipment and computer service requests
- Perform other duties as assigned

Minimum Qualifications

- Minimum of two years of Tribal Gaming Commission licensing experience
- Demonstrated knowledge of all licensing requirements set forth in the Tribal-State Compact, NIGC, Tribal Ordinance, and Tribal Gaming Commission Regulations
- Demonstrated knowledge of Security Policies and rules of the Criminal Justice Information System (CJIS) and the ability to obtain all required certifications required by CJIS
- Demonstrated knowledge of the National Indian Gaming Commission (NIGC) Noncriminal Justice Compliance requirements for Federal Criminal History Checks
- Demonstrated knowledge of jurisdictional acronyms and nomenclature (i.e., State & Federal Penal Codes and court systems) to be able to effectively apply to licensure qualification decisions

Additional information

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 35 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.
- All offers of employment are contingent upon:
 - successful completion of background check with adjudication;
 - successful reference check.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.