



Position Description

Job Title:	Surveillance Manager
Reports To:	Executive Director
Supervises:	Surveillance 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 Surveillance Manager (SM) performs a variety of tasks to assure compliance with provisions of National Indian Gaming Commission Minimum Internal Control Standard, Tribal-State Compact, Gaming Ordinance and Regulations and all Tribal Internal Control Standards. The SM oversees the Surveillance Department and assists in monitoring casino activities, transactions, and reporting requirements to ensure compliance with Tribal, Federal, and State Gaming laws and regulations as well as compliance with required Internal Controls. The SM investigates and reports deficiencies and/or violations and conducts follow-ups to ensure implementation of appropriate corrective action.

Responsibilities may include, but are not limited to:

- Ensure confidentiality of all information in the Surveillance Office, includes, not limited to applications, employees, information from federal, tribal, or state law enforcement and state gaming office
- Keep Executive Director informed and updated on all situations and activities within the Surveillance Department
- Ensure that all departments provide for the physical safety and well-being of employees and guests of the casino operation
- Complete weekly reports for the Executive Director's approval
- Maintain control over access to sensitive areas of gaming devices
- Conduct testing of gaming devices computer control programmed storage media for verification of validity and authorized programming
- Monitor shipping, receiving, installation, relocation, removal, storage, etc. for gaming devices for security and compliance with applicable laws and regulations
- Randomly review any gaming related transaction document for compliance with regulations and internal controls

- Monitor machines and drops for compliance
- Monitor other non-gaming departments and personnel activities and transactions for compliance
- Write reports and conduct necessary follow-up investigations on reported or observed violations or deficiencies
- May occasionally work with outside regulatory or law enforcement officials as approved and necessary
- Investigate actual or suspected health and safety hazards and works with Casino Risk Management
- Any other duties as assigned by the Executive Director.

Minimum Qualifications

- Minimum ten (10) years' experience in casino Surveillance with an emphasis in tribal casinos.
- Minimum five (5) years' Surveillance Supervisory experience
- Demonstrated and certified knowledge of Title 31-Anti--Money Laundering law
- Demonstrated knowledge of Surveillance camera recording systems
- Demonstrated knowledge of the National Indian Gaming Commission Minimum Internal Controls and Standards
- Demonstrated skills in the installation of surveillance cameras, wiring, and back-end server systems
- Demonstrated experience in surveillance project management
- Demonstrated familiarity with the Tribal Gaming Ordinance (or similar ordinance) and Casino Internal Controls
- Ability and willingness to travel and attend seminars and training
- Must be detail-orientated, accurate, and possess the ability to work independently under minimal supervision
- Must be able to guide and train Surveillance team in the principle and fundamentals of casino surveillance, including all other compliance related activities

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.