



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

In-House/ All Tule River Tribal Entities

Opening Date: 07/02/15 Closing Date: 07/09/2015

Position Title: Surveillance Manager

Department: Surveillance

Work Schedule: Varies

Wage Rate: \$46,800.00/ YR/ Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Associate's Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER TRIBE GAMING COMMISSION

681 South Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Surveillance Manager

WORKSITE: Tule River Indian Reservation
681 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

This position is located in the Surveillance Department of the Tule River Tribe Gaming Commission Agency (TRTGCA). The incumbent serves as a Surveillance Manager. This position shall manage the day-to-day activities of the Surveillance Department. The incumbent works under the supervision of the Executive Director, who provides administrative and policy directions in terms of broadly defined missions or functions of the organization. The incumbent works independently, plans, organizes, and carries out the work to be performed and has delegated responsibility to make decisions regarding staffing issues in regards to the Surveillance Department. This position shall supervise the employees of the Surveillance Department to ensure duties and responsibilities are carried out.

DUTIES & RESPONSIBILITIES:

1. Plans surveillance operations and investigations on gaming activities or gaming violations.
2. Advises on criminal activity or persons involved in such activity.
3. Assists with policy and/or regulations to ensure integrity in all aspects of gaming.
4. Administers the purchase, installment and maintenance of all surveillance equipment.
5. Performs overt and covert investigations involving theft, crime, gaming violations and/or policy violations.
6. Directs the daily operations of the surveillance personnel and department.
7. Formulates and administers the department budget.
8. Maintains control over access to sensitive areas of gaming devices.
9. Ensures monitoring of shipping, receiving, installation, relocation, removal, storage and any movement of gaming devices for security and compliance with applicable laws and regulations.
10. Ensures the monitoring of all gaming equipment and supplies for integrity and compliance with applicable laws and regulations.
11. Randomly audits any gaming related transaction for compliance with regulations and internal controls.
12. Ensures the monitoring of the table games activity for compliance with applicable laws and regulations.
13. Ensures the monitoring of count room activity for compliance with applicable laws and regulations.

14. Ensures the monitoring of other non-gaming activity and transactions for compliance with applicable laws, regulations, policies and procedures.
15. Completes reports and conducts necessary follow up investigations on reported or observed violations or deficiencies.
16. Conducts follow up investigations and monitoring to ensure the implementation of appropriate corrective action.
17. Maintains gaming agency records, files, statistics, and other pertinent information in regards to monitoring compliance with gaming activities.
18. Works closely with all TRTGC personnel to fulfill duties and responsibilities.
19. Assist with outside regulatory or law enforcement in regards to gaming activity incidents or criminal activity.
20. Ensure the monitoring of facility compliance with applicable environmental, health and safety regulatory requirements.
21. Create work and duty assignments to the Surveillance Department staff.
22. Monitor and evaluate the performance of the Surveillance Department staff.
23. Provide guidance, counseling, training, and direction to the Surveillance Department staff.
24. Take corrective action or disciplinary action on Surveillance Department staff as necessary.
25. Prepare summary reports as required on all Surveillance Department activities.
26. Assist the HR Generalist in the recruitment, interviews, and hiring of the Surveillance Department.

KNOWLEDGE, SKILLS & ABLITIES:

1. Basic reading, writing, and arithmetic skills required.
2. Knowledge of multiple personnel and business disciplines.
3. Strong interpersonal and communication skills.
4. Ability to analyze data and provide recommendations.
5. Ability to write reports and other documents with correct spelling, grammar and punctuation.
6. Ability to solve practical problems and address a variety of variable in situations where only limited standardization exists.
7. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Knowledge of NIGC requirements and State requirements related to Native American Gaming.
9. Must be willing to travel and at times on short notice.
10. Must be dependable and able to work under pressure.

QUALIFICATIONS:

1. Minimum Associate's Degree
2. Minimum of three years supervisory experience
3. Minimum of three years of law enforcement, regulatory, auditing, or investigative related experience.

4. Excellent knowledge of Microsoft Office, with an emphasis in MS Excel and MS Word.
5. Must be cheerful, organized, and efficient and have the ability to work well with others for long periods of time in a restricted and confined area.
6. Must have excellent verbal and written communication skills.
7. Visibility requires a professional appearance and providing a positive company image to the public.
8. Must be trustworthy and maintain confidentiality.
9. Must be able to obtain and maintain a Gaming License.
10. Must have the ability to maintain a valid California Driver's License and be insurable through the Tribe.
11. Must successfully complete a background investigation and pre-employment drug and alcohol test.

PHYSICAL REQUIRMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Executive Director
Supervises:	Surveillance Staff
Salary:	\$1,800.00 Paid Bi-Weekly/ Non-Overtime Eligible
Hours:	Normally Monday – Friday 8:00AM – 4:00PM /Varies/Full-Time 40 Hrs per Week - 24/Hour Operation
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT