



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

**Position: Executive Director - Tribal Gaming Office (AZ) Salary: \$68-964.48-\$114,940.80
Annually Exempt**

Opening: Monday, June 1, 2026

Closing: Friday, June 12, 2026

BASIC FUNCTION:

The Executive Director is responsible for the direction and operation of the Quechan Tribal Gaming Office for compliance with Tribal, State and Federal gaming laws. The Executive Director provides executive leadership and administrative management; proactively lead, assign, communicates and supervise Tribal Gaming Office personnel to maintain production, monitor regulatory objectives while conforming to the needs of the business. Acts as a liaison between the Quechan Tribe, Quechan Tribal Gaming Commission, the State Gaming Office and the National Indian Gaming Commission. This position strives to achieve the mission of enforcing and complying with all relevant laws Tribal/State Compact, Appendices, Gaming Code of the Quechan Indian Tribe, IGRA, NIGC MICS and Internal Controls to maintain integrity, security and compliance.

The above duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position.

DUTIES AND RESPONSIBILITIES:

- Ensures that the Gaming Operation is in compliance with the Tribal Gaming Ordinance and the Quechan Tribe - State of Arizona Gaming Compact.
- Prepares and presents an annual budget for the Tribal Gaming Office of anticipated expenses of running the Office for the succeeding year. Prepare modifications of budgets as needed.
- Ensures cost effective management of the Tribal Gaming Office resources.
- Provides leadership management and supervision for personnel of the Tribal Gaming Office in accordance with the Quechan Indian Tribe Personnel Policy Manual.
- Employs and discharges personnel assigned to Tribal Gaming Office in accordance with the Tribal Personnel Policy Manual, Gaming Ordinance, and maintain personnel records of Gaming Commission employees.
- Execute responsibilities by overseeing the day-to-day activities of Licensing, Internal Compliance, and administrative personnel to ensure completeness and accurate.
- Directs the review of Gaming Commission agenda to ensure completeness and accurate.
- Schedules the inspection of logistical arrangements related to the securing of all assets and approving internal control systems of the Gaming establishment.

- Ensure the organization for inspection of the gaming operations compliance inspections, gaming facility safety and reviews.
- Collects and maintains the financial records of the Gaming Enterprise and enforces the financial reporting requirements of the Gaming Compact and Gaming Ordinance.
- Cooperates, to the greatest degree possible, with all Law Enforcement Officers exercising jurisdiction for enforcement of the Gaming Ordinance.
- Shall advise the Commission and Tribal Council regarding gaming regulatory issues, propose necessary legislation, and external changes in the gaming regulatory environment.
- Represents the Tribal Gaming Office and Gaming Commission before the National Indian Gaming Commission and the Arizona Department of Gaming.
- On behalf of the Commission, directs investigations of current and prospective employees of the Tribal Gaming Enterprise.
- On behalf of the Commission, organizes and administers proper procedures for all hearings, investigations, or inquiries and compiles information or documents regarding disputes and or denial of licensing.
- Direct supervision over the Chief Inspector, Compliance, Gaming Investigators, Records Specialist and Administrative Personnel.
- Shall oversee licensing investigations for Class II and Class III gaming employees as well as gaming service vendors and for persons providing gaming equipment to the gaming operation.
- Approves renewal licenses for current Tribal Gaming licensees.
- Provides Investigative Reports to the Commissioners on any denial or revocation of any license.
- Prepare information for dispute hearings before the Gaming Commission.
- Establish the standard operating procedures by which the Office shall perform its functions and perform what is necessary to see that the Office accomplishes its purposes and responsibilities.
- Directs to ensure the implementation of revisions to CJIS Policies incorporated by Local Area Security Officer(s).
- Ensure Tribal Gaming Office personnel within each function under the department receive necessary and adequate training to perform essential job duties and functions.
- Periodically monitors the Gaming Enterprise Operations, record keeping, procedures, internal control systems, audits, personnel, security systems and prepares recommendations for improvements as necessary.
- Reports to the Tribal Gaming Commission any failure by-the Gaming Enterprise and its management to comply with any of the provisions of the Tribal/State Compact, Tribal Gaming Ordinance and any other applicable laws and ordinances of the Quechan Indian Tribe.
- Performs other duties as assigned

PERFORMANCE EXPECTATIONS ARE STANDARD FOR ALL POSITION DESCRIPTIONS

In performance of their respective tasks and duties all employees of Quechan Indian Tribe are expected to conform to the following:

- Display respect and understanding of Quechan Indian Tribe traditions and values.
- Uphold all principles of confidentiality to the fullest extent.
- Comply with Quechan Indian Tribe policies and procedures.
- Adhere to all professional and ethical behavior standards of the Quechan Tribe.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Conduct departmental staff meetings, provide for quality management activities, educational and training programs.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee must be able to carry, push, pull or move tools or equipment used in the course of duties.
- Extended hours and irregular shifts may be required.

QUALIFICATIONS:

- Bachelor's Degree with at least four (4) years of administrative supervisory experience or any equivalent combination of education and experience in the gaming industry.
- Knowledge and understanding of all areas of gaming offered by the Tribe.
- Familiarity with the National Indian Gaming Regulatory Acts major provisions and concept.
- Working knowledge of investigative procedures and some experience in dispute hearing.
- Ability to accurately interpret Tribal, Federal, State, and Local rules and regulations.
- Ability to interact with a diverse group of individuals in an above average manner in order to resolve problems related to assignments.
- Ability to supervise and maintain good working relationships with Staff and Commissioners.
- Must possess and perform computer skills, systems and software, administrative office skills and public relation skills for performing this position.
- Must successfully complete Criminal Justice Information Security (CJIS) Awareness Training and attain Certification prior to accessing and annually thereafter, for all personnel who have access to CJI.
- Must complete the Tribal Gaming Office Criminal Justice Information System (CJIS) Training upon initial assignment and as policy requires.
- Must maintain all CJIS certification appropriate to level of clearance.
- Must complete a fingerprint submission as a key employee of the gaming enterprise.
- Must be able to successfully pass a pre-employment drug/alcohol screen, random drug and controlled substance abuse tests, background investigation and obtain and maintain a gaming license in Arizona.
- Must dress appropriately for a professional office.

- Must sign a confidentiality agreement and adhere to a code of ethics so that confidential and sensitive information of the Tribal Gaming Office remains confidential.
- Must possess a valid driver's license and be insurable by the Tribe.
- Must be independently self-disciplined, motivated and organized and possess reliable attendance.
- Must acknowledge and agree to maintain a Drug-free Workplace as a condition of employment with the Quechan Indian Tribe.
- Physical and emotional condition adequate to meet the demands of assigned duties.
- Preference is given to qualified members of the Quechan Indian Tribe.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760)572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.