



CHOCTAW GAMING COMMISSION

PHONE: (601)656-6038 / (601)656-6129

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6045
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #231350

POSITION TITLE: Inspector Manager
SUPERVISOR: Chairperson, Choctaw Gaming Commission
OPENING DATE: **NOVEMBER 30, 2020** NOV 30 2020
CLOSING DATE: **DECEMBER 14, 2020 OR UNTIL FILLED**
SALARY: Grade 14
TYPE OF EMPLOYMENT: Exempt; Regular Full-Time

SCOPE OF WORK

The Inspector Manager is responsible for overseeing the activities of the Choctaw Gaming Commission's Inspectors and Lead Inspectors in order to ensure the activities of the casinos, hotels, restaurants, and other areas of the licensed premises comply with all applicable laws, ordinances, and regulations as set forth by federal legislation, the Indian Gaming Regulatory Act, Tribal-State Compact, Tribal Code and other tribal law, and the National Indian Gaming Commission. The incumbent is required to demonstrate a thorough working knowledge of all applicable rules and regulations, as well as the gaming operations and the Minimum Internal Control Standards for each property.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Inspector Manager are as follows:

1. Must have a thorough working knowledge of and be able to apply the Choctaw Gaming Commission Regulations, Minimum Internal Control Standards for each facility, Tribal-State Compact, pertinent provisions of the Tribal Code and other relevant tribal law, and the Indian Gaming Regulatory Act and regulations promulgated pursuant thereto.
2. Supervise and provide leadership and guidance to Inspectors and Lead Inspectors.
3. Reports directly to the Chairperson or his/her designee
4. Meet with Commissioners regularly with written updates of casino activities, and written alerts, concerns, and plans regarding Inspector Department activities and needs.
5. Responsible for all Inspectors and Lead Inspectors on three (3) shifts, 24 hours/day, seven (7) days/week, including weekends and holidays. Prepares schedule and assignments for Inspectors and Lead Inspectors.
6. Understand and apply Choctaw Gaming Commission Code of Conduct and the MBCI Personnel Policies.

7. Approve/disapprove leave requests for Lead Inspectors and Inspectors.
8. Plan for and implement staff training/development.
9. Plan and prepare agenda for monthly meeting with Lead Inspectors and Inspectors.
10. Conduct corrective interviews when necessary; and conduct or cause to be conducted annual performance evaluations, which are career development plans for Lead Inspectors/ Inspectors.
11. Participate in interviews for the hiring of Inspectors and Lead Inspectors.
12. Conduct reviews of internal control standard revisions and casino promotional requests.
13. Ensure proper approvals are obtained for shipments of gaming devices and associated equipment into and out of the casinos.
14. Maintain and/or obtain information from gaming test labs as required.
15. Develop and maintain working relationships with casino department executives.
16. Manage and investigate patron complaints and report findings to the Commission.
17. Occasional evening, graveyard, and weekend hours are to be expected.
18. Occasional travel required.
19. Other duties as assigned by the Chairperson or his/her designee.

QUALIFICATIONS

The qualifications for the Inspector Manager are as follows:

1. 24 years of age or older.
2. Minimum four (4)-year college degree¹ plus at least 5 years' gaming experience in a supervisory capacity. Transcripts Required.
3. Demonstrated leadership ability and supervisory skills.
4. Strong reading, comprehension and analytical skills in order to understand and effectively apply Commission regulations.
5. Excellent written and oral communication skills.

¹ The incumbent must be able provide transcripts for high school and college courses upon the request of the Commission.

6. Ability to manage and/or delegate multiple projects and meet deadlines.
7. Working knowledge of computers; experience in using Microsoft Office software is required.
8. Must possess personal vehicle covered by a liability insurance policy and hold a valid driver's license.
9. The applicant must not have any negative results on the criminal background check that would either (individually or cumulatively) indicate that hiring the applicant would be a detriment to the reputation of the CGC, that indicates a lack of integrity or trustworthiness, or that would limit the applicant's credibility in performing work for a gaming regulatory agency. Further, the applicant must not have a felony conviction in any jurisdiction. The applicant must also meet any requirements for the Commission's issuance of a license to a Resort key employee as set forth in the CGC Regulations.
10. Adhere to Tribal Drug Testing Policy.

SPECIAL NOTE: CONFLICTS OF INTEREST

All employees and members of the Choctaw Gaming Commission are subject to the Conflict of Interest provisions of Ordinance 76, attached hereto.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350