



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

## Job Announcement

**Position:** Compliance Director

**Location:** Mahnomen

**Pay:** \$32.52/hr.

**Benefits:** Full

**Open:** 10-11-18

**Close:** 10-26-18

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the directing, planning, organizing, and coordinating the activities of Gaming Compliance and includes; Backgrounds, Drug Testing, Licensing and Surveillance to ensure the Federal, State and Tribal regulations are followed properly.

### Position outcomes:

- Directs and oversees all aspects within the Gaming Compliance, Background Investigations, Drug Testing, Licensing Unit and Surveillance to ensure regulatory requirements are met from Federal, State and Tribal agencies.
- Inspects, audits and monitors gaming establishments on the White Earth Reservation for compliance with the Tribes Gaming Ordinance.
- Conducts Background Investigations in accordance with the White Earth Reservation Gaming Ordinance, NIGC Approved MICS, and other applicable Tribal, Federal and State Regulations.
- Issues Gaming Licenses to establishments, employees and vendors to authorize the lawful practice of gaming on the White Earth Reservation.
- Manages departmental budgets in accordance to established policies and procedures to ensure the best use of program funds.
- Ensure policies and procedures are followed.
- Establishes and initiatives long and short-range goals and recommendations affecting assigned departments or programs to conform to organizational objectives.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicates with internal and external sources to ensure programs and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Compliance department.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Knowledge of Indian Gaming Regulatory Act (IGRA), Minimum Internal Controls Standards (MICS), Tribal Internal Control Standards (TICS).
- Knowledge of the Minnesota/Tribal Gaming Compacts.
- Knowledge of processes, applicable rules and regulations of applicant/employee drug testing.
- Knowledge of video surveillance equipment and computer software, including applications.
- Knowledge of prevalent laws, legal codes, court procedures, precedents, and government regulations.
- Knowledge of financial and accounting principles and practices, banking and the analysis and reporting of financial data.
- Knowledge of relevant equipment, policies, procedures, and strategies to protect gaming assets of White Earth.

### Qualifications:

- Bachelor's degree in Business Management or related field and four (4) years experience in gaming management; or equivalent combination of education and experience.
- Must meet licensing requirements for Tribal-State Compact for Gaming and White Earth Reservation Gaming Ordinance.
- Must have a valid MN Driver's License and proof of insurance for travel between sites.
- Must pass a criminal background check and drug screening.

#### Mail Applications to:

White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference.*

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.*