

JOB OPENING ANNOUNCEMENT

Job Title: Executive Director

Reports To: Gaming Commission

Department: Tribal Gaming Office

Job Vacancy: YAN-25-76

Status: Exempt; Full-Time

Starting Wage: DOE

Opening Date: July 7, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

Under the oversight of the Yavapai-Apache Nation Gaming Commission ("Commission"), The Executive Director has overall responsibility for the administrative functions of the Tribal Gaming Office and other responsibilities specified under the Nation's Gaming Code. The Executive Director also serves as the formal liaison to the Director of the Arizona Department of Gaming.

QUALIFICATIONS:

- Bachelor's Degree in any Business-related field.
- Must possess four (4) years prior Indian Gaming regulatory experience.
- Must possess strong managerial skills to handle employee staffing and training, scheduling, conflict resolution, performance evaluations, etc.
- Must possess exceptional financial and budgeting experience to ensure proper monitoring and reconciliation.
- Must be a self-motivator and adaptable to a high stress environment.
- Must be familiar with MS Word, Excel, PowerPoint, and other relevant gaming industry software programs.
- Must not have been employee by the Gaming Facility Operator within a ninety-day period immediately preceding employment with the Tribal Gaming Office, unless waived by the Gaming Facility Operator; and
- Must qualify for and obtain a valid Tribal Gaming License and, unless is a Tribal Member, certification by the State Gaming Agency.
- **Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

The Tribal Council has established the core duties and responsibilities of the Executive Director in the Gaming Code. Specifically, Section 303(e) provides that that the Executive Director shall be responsible:

- To monitor and regulate the conduct of all Gaming Activity on the Indian Lands of the Nation;
- To investigate alleged violations of this Code, the Compact or Gaming Regulations;

- To issue notices of alleged violations of this Code, the Compact or Gaming Regulations in accordance with Chapter 6 of this Code;
- To have immediate access to all premises on the Indian Lands of the Nation where Gaming Activity is conducted;
- To inspect, examine, and copy all papers, books and records (whether in paper or electronic form) related to the Gaming Activities conducted on the Indian Lands of the Nation, including to have “read only” electronic access to the Host System pursuant to Section 802(b) of this Gaming Code, in order to carry out the regulatory duties of the Tribal Gaming Office under this Gaming Code and the
- To conduct or cause to be conducted background investigations of Persons required to be licensed;
- To issue identification cards to Licensees;
- To approve Gaming Facility Operator’s internal controls, plans, rules, lotteries and promotions in accordance with Chapter 7 of this Code;
- To make reports to the State Gaming Agency and the National Indian Gaming Commission as required by the Compact and the Act;
- To provide for the detention of persons who may be involved in illegal acts, in cooperation with the public safety personnel of the Gaming Facility Operator and the Yavapai-Apache Police Department, as necessary for the purpose of notifying appropriate law enforcement authorities;
- To operate the Tribal Gaming Office within the budget approved by the Commission and the Tribal Council; and
- To keep the Commission informed and to submit reports upon the request of the Commission or at least monthly on the activities of the Tribal Gaming Office; such reports may include, but are not limited to, licensing information, financial information and such other information deemed relevant by the Commission to the regulatory activities of the Tribal Gaming Office.

PHYSICAL REQUIREMENTS:

The employee must occasionally lift and/or move objects weighing up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to handle or operate office equipment objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

