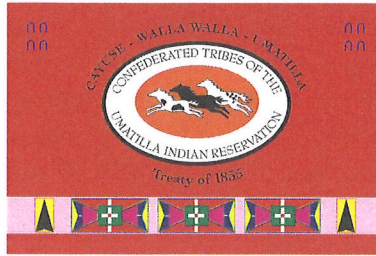


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**INTERNAL POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**  
**Open to Existing Employees and CTUIR members**

**POSITION TITLE:** Surveillance Director

**SALARY:** Pay Range: 10  
\$57,786 - \$92,280 DOE/DOQ

**DEPARTMENT:** CTUIR Gaming Commission/Surveillance

**LOCATION:** Wildhorse Resort and Casino  
46510 Wildhorse Blvd.  
Pendleton OR. 97801

**EMPLOYMENT STATUS:** Full Time with Benefits Package  
Background Check Required  
Non-Exempt

**SUPERVISED BY:** Gaming Inspector

**OPENING DATE:** July 11, 2024

**CLOSING DATE:** July 30, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## **GENERAL STATEMENT OF DUTIES**

This individual is responsible for the overall direction, coordination and evaluation of the Surveillance Operations at Confederated Tribes of Umatilla Indian Reservation's Wildhorse Resort and Casino (WRC) in compliance with the Indian Gaming Regulatory Act (IGRA), the National Indian Gaming Commission (NIGC), CTUIR Gaming Code and the Tribal/State Compact. The individual will coordinate and participate in the observation and recording of gaming activity to help safeguard casino assets and provide a safe environment for patrons and employees. Regulates adherence to Tribal, State and Federal rules, regulations and internal controls as well as the CTUIR Tribal/State Compact and CTUIR/WRC Minimum Internal Control Standards and the WRC Casino Departmental Procedures.

## **EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

1. Directs, coordinates, evaluates and maintains the operation of the surveillance system owned by the Wildhorse Resort & Casino and the Confederated Tribes of Umatilla Indian Reservation, located at Wildhorse Casino.
2. Fosters the implementation of the CCTV system and ensures that the system is up to date within industry standards and advancements in technology.
3. Works in unison with technical staff for the maintenance of the CCTV system to be in compliance with the Tribal State Compact, Tribal/State Minimum Internal Control Standards and CTUIR/WRC Minimum Internal Control Standards.
4. Maintains consistent, positive communication between the surveillance staff, the surveillance department and the Gaming Inspector, Lead Gaming Inspector and Wildhorse Casino Management.
5. Collects and compiles information from surveillance personnel into reports for submission to the Gaming Inspector and the CTUIR Gaming Commission.
6. Collaborates and assists the Federal Bureau of Investigation, Tribal Police, State Police and other law enforcement agencies, when necessary, by providing video recording pertaining to criminal cases and/or actions.
7. Conducts performance appraisals of supervisors and evaluates the performance appraisals of the other staff employees.
8. Responsible for maintaining and securing all video recording and evidence files, providing a secure chain of evidence to proper authorities, with documentation recorded and maintained.
9. Manages all employees of the surveillance department by utilizing a supervisory chain of command.
10. Promotes, fosters and maintains positive working relationships within the surveillance room environment and staff.
11. Assures that staffing levels are adequate by managing schedules.
12. Selects and hires new employees following CTUIR personnel policies and procedures.
13. Trains supervisors in how to perform their duties and as assigned.
14. Ensures staff receive technical training, as well as training on how to work harmoniously with WRC Security/Surveillance staff and other casino departmental personnel.
15. Responsible for handling payroll functions for the surveillance department.
16. Creates, maintains and provides security for surveillance employee personnel files, conducts supervisor performance appraisals, ensures and reviews supervisor performance appraisals of other surveillance employees.
17. Recommends promotions and handles disciplinary actions in accordance with the CTUIR Personnel Policies and Procedures.
18. Responsible for providing assistance in preparation and submission of the yearly Surveillance departmental budget.

19. Maintains a working relationship with other surveillance departments in order to share pertinent information that is uniform to the industry.
20. Must be willing to be delegated to the position of Gaming Inspector when needed and/or assigned.
21. Must be available to work irregular hours, including different shifts, weekends and holidays.
22. Other duties as assigned by Gaming Inspector.

**SUPERVISORY AUTHORITY:**

Complete Authority within the Surveillance Department

**SIGNATORY AUTHORITY:**

Purchase orders and purchase requests valued up to \$10,000.00. Equipment receiving invoices, release of video evidence, departmental timesheets, leave slips and approving and signing off of incident and investigation reports.

**ACCESS TO SENSITIVE AREAS:**

All Surveillance Department rooms, Tribal Gaming Commission Office at WRC and Tribal Governance Center. WRC sensitive areas with a Security escort. Will maintain sensitive documentation of department personnel files.

***“Notice to Applicants: Please be advised that all Gaming Commission employees are prohibited from consuming alcohol at any entity of Wildhorse Resort & Casino and from gambling at Wildhorse Resort & Casino.”***

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. High School Degree or equivalent. Associate degree in a related field preferred.
2. (5) Five years’ experience in a Class III gaming supervisory position, having supervised a minimum of 10 employees.
3. (5) Five years’ experience in a Class III gaming regulatory position within 5 years from the date of this job announcement.
4. Must possess a valid state driver’s license, reliable transportation and meet tribal insurance requirements.
5. Must apply for, and pass, certification and background investigations as required by the Gaming Commission to be able to procure and maintain a high security gaming license.
6. Working knowledge of all casino games and house rules that are applied to the games offered at WRC. Certification is preferred.
7. Possess a working knowledge of the CTUIR Tribal/State Compact, CTUIR Gaming Code and the Wildhorse Resort Casino Internal Controls that govern the operation of Wildhorse Resort and Casino as well as the operations of the CTUIR Surveillance Department.
8. Must have demonstrated strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters.
9. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
10. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.

11. Ability to carry out assigned duties/projects in an efficient and timely manner, with minimal supervision, and must be able to handle multiple projects and work within defined timelines.
12. Have the ability to solve practical problems and deal with a variety of concrete variables in a situation where only limited standardization exists.
13. Possess the skills to use computers to perform the job functions of the position, which will include: Audit reports, report writing, schedule preparation, time sheet proofing, e-mail correspondence, departmental budgets and searching for information sources.
14. Must possess substantial knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
15. Must be able to operate office machines (copiers, fax machines, printers, scanners, etc.).
16. Ability to maintain visual attention and mental concentration for significant periods of time.
17. Ability to perform assigned duties in highly interruptive conditions.
18. Must conduct themselves in a professional manner at all times
19. Must dress and maintain appearance to business standards.
20. Must be able to work in a fast pace stressful working environment.
21. **Individual must practice and maintain strict confidentiality.**
22. Must be able to perform functions of subordinate positions in the event of reduction of workforce.
23. Tests may be administered to allow applicants to demonstrate some of the minimum qualifications listed above.

#### **PHYSICAL DEMANDS:**

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 50 pounds. This would occur in assisting in the installation of surveillance components or transporting boxed paper documentation.
5. Must be able to work in a smoking environment.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### **SELECTION PROCESS:**

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.



2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

### **DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

### **APPLICATION DEADLINE:**

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**NOTE: Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it's the employee's discretion.**

### **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be postmarked by the closing date.



Approved: Patricia Farrow, Sr. Staffing and Recruitment Specialist

07/11/2024  
Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date