



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Assistant Executive Director

Requisition Num.: 031-2025

Open Date: 09/12/2025

Closing Date: Until Filled

Department: Gaming

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direction of the Executive Director of the Rincon Tribal Gaming Commission (RTGC), the Assistant Executive Director will assist, as well as act in the capacity for the Executive Director of the Rincon Tribal Gaming Commission to protect the integrity of all Tribal gaming related activities. Ensuring all policies and procedures are in compliance with IGRA, NIGC Rules and Regulations, Tribal Gaming Ordinance, and Internal Control Standards as adopted by the Tribe. Assist in directing and supervising all administrative actions of RTGC including the Compliance Enforcement, Internal Audit and Background Departments. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government and the Rincon Tribal Gaming Commission. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in the creation and administration of RTGC regulations as approved by the Rincon Tribal Gaming Commissioners Board. Assist the Executive Director in the review of the recommendations and changes requested by the casino management team to the Standards of Internal Controls, and applicable policies and procedures. Assist in determining if changes requested would affect game integrity. Make recommendations of internal control standards and procedures for the gaming operation which include the operation's credit policies and procedures for acquiring supplies and equipment.
- Assist in the review of internal audit reports for all gaming departments and investigate deviations.
- Assist the Executive Director with all budget functions to support the RTGC as directed by the Executive Director.
- Assist in investigations and resolutions of customer disputes concerning gaming, gaming equipment, and prizes, including initial investigation, witness interviews, analysis of machine information, securing surveillance videotapes and requesting appropriate tests by technicians. Provide recommendations to the Executive Director.
- Assist in the preparation and submission of all necessary reports including those required by IGRA, NIGC, Tribal Gaming Ordinance, Internal Control Standards, and those to the Rincon Tribe Commissioner Board on activities,

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- violations, budget expenditures, licensing, deficiencies, and discrepancies as directed by the Executive Director.
- Maintain responsibility for the inventory and maintenance of all RTGC equipment. Ensure all gaming equipment in use complies with all applicable requirements of IGRA, NIGC, Tribal Gaming Ordinance and Internal Control Standards.
- Assist in the development of licensing procedures for all employees of the gaming operation, pursuant to the particular State, Federal and Tribal regulations as directed by the Executive Director.
- Assist in the monitoring of gaming activities to ensure compliance with tribal law/regulations. Conduct investigations into possible violations and take appropriate enforcement action with respect to the Tribal Gaming Ordinance and regulations as directed by the Executive Director.
- Assist in analyzing violations cited against the Gaming Operation to ensure they conform to the approved procedures. Assist the Gaming Operation in achieving results when necessary.
- Attend required meetings and training as required by the Executive Director.
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Prioritizes and plans work activities; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Proficient with Microsoft products (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problems, problem solving skills through the use of available training and helpdesk.
- Take responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- There are multiple responsibilities governed by compliance regulations associated with this position and the employee may be required to work overtime as directed by the Executive Director when necessary to reach goals.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Perform audits of business transactions to ensure compliance with regulations and/or policy.
- Provide professional and technical leadership in enforcing IGRA, NIGC, Tribal Gaming Ordinance, and Internal Control Standards.
- Interact with other regulatory and law enforcement officials regarding the regulation of gaming.
- Provide independent information to the tribe on the status of the tribe's gaming activities.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe work environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with the Rincon Tribal Government and the Rincon Tribal Gaming Commission policies and procedures.
- Other duties may be assigned at the discretion of the Executive Director or designee to fulfill the government's and RTGC's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government and the Rincon Tribal Gaming Commission effectively and professionally in a public venue.

EDUCATION/EXPERIENCE AND/OR TRAINING

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Bachelor's degree in business administration, Law, Accounting and Criminal Justice or like degree from an accredited college or university required.
- At least five at least five (5) years of responsible administrative experience in public or business administration and possess broad management skills or equivalent combination of education and experience is highly preferred.
- Excellent communication skills, written and oral; comfortable communicating key data, including presentations to senior management, the Rincon Business Committee and the Rincon Tribal Gaming Commission.

LICENSES OR CERTIFICATIONS

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Ability to pass an extensive background check and obtain a Gaming License.
- Must be willing to sign a Non-disclosure and Confidentiality Agreement upon employment.

WORK-RELATED KNOWLEDGE

- Working knowledge of gaming equipment and technical specifications
- Working knowledge of applicable laws, internal controls and policies and procedures of Indian Gaming.

- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.

WORK-RELATED KNOWLEDGE CONT'D

- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
