



Human Resources Department

Pueblo of Tesuque

20 TP 828

SANTA FE, NEW MEXICO 87506

JOB DESCRIPTION#01072025

POSITION: Licensing Administrator

POSITION STATUS: Full-Time

DEPARTMENT: Gaming Commission

SALARY: \$50,440 to \$54,600 Annual Salary

SUPERVISOR: Executive Director

POSTION IS OPEN UNTIL FILLED

JOB SUMMARY

- Under the direct supervision of the Executive Director, the Licensing Administrator is responsible for initiating an extensive background investigation to determine eligibility of each applicant in accordance of all federal, state, and tribal gaming laws and regulations, including the Indian Gaming Regulatory Act, the New Mexico Tribal-State Gaming Compact, and the Pueblo of Tesuque Gaming Ordinance. The Licensing Administrator reviews all documentation and information contained through the background process, generates a comprehensive report, and submits a recommendation for approval, denial, or suspension of a gaming license. The Licensing Administrator will maintain accuracy of employee and vendor databases.

DUTIES/RESPONSIBILITIES

- Supervises Licensing Department staff and coordinates all activities of Licensing Department.
- Responsible for the timely and accurate processing of gaming licenses for employees and vendors.
- Utilizes licensing software to issue online applications to gaming license applicants.
- Reviews the gaming license application, and all attachments submitted by the applicant.
- Conducts an interview with applicants, notating all information received and requesting additional information if needed.
- Orders and analyze employment screening reports, including but not limited to criminal, civil, credit, and driving records.
- Responsible for conducting on-site searches at county and federal court houses, on site investigations with law enforcement agencies, reviewing personnel files from previous employers, contacting personal references and following up on all leads to potential issues of concern, by using all the investigative tools at their disposal.
- Contacts Tribal Government agencies, other tribal gaming commissions, NIGC, and local and out of state law enforcement agencies as required for licensing purposes. Gathers and evaluates all information necessary to formulate a decision regarding the applicant's eligibility and creates a detailed investigative report of the findings.

- Makes recommendation of licensing eligibility for employee and vendor applicants, as well as employee and vendor renewal candidates.
- Conducts renewal background investigations on employees and/or vendors, and once assigned a renewal file, ensures the application for a gaming license is received, prior to its expiration.
- Responsible to maintain accountability of provisional and conditional employee files and appointments by using their Outlook calendar.
- Ensure that the notices for applicants and licensed employees are completed within required deadlines.
- Conducts and/or participates in internal interviews, investigations, and licensing hearings of employees as assigned.
- Notifies POTDC Human Resources of applicant status as required.
- Ensures that Casino Management fulfills all its reporting requirements including but not limited to the NIGC, NM State Gaming Representative and Pueblo of Tesuque Gaming Commission.
- Adheres to all Pueblo of Tesuque Gaming Commission policies and procedures.
- Fosters and maintains positive staff relations.
- Attend and satisfactorily complete all the required training as directed by the Supervisor or the Human Resources Department.
- Performs other duties as assigned by the Executive Director.

KNOWLEDGE/SKILLS/ABILITIES

- Must have knowledge of the New Mexico Tribal-State Gaming Compact
- Must possess strong skills in applying complete fact finding, analytical and problem-solving methods and techniques.
- Strong leadership, organizational, communication, human relations, and decision-making skills.
- Excellent written and oral communication skills are sufficient to provide effective reporting public speaking.
- Possess strong people skills and have mature judgment and initiative.
- Must have the ability to process information effectively, to learn new materials, identify and define problems and to make decisions.
- Must understand and practice good business ethics, morals, and confidentiality.

MINIMUM QUALIFICATIONS

- Four (4) year degree in business, finance, criminal justice, or related field, or four (4) years of experience working within a casino environment or an equivalent combination of education and experience; regulatory related experience preferred.
- Must be able to travel if necessary.
- Sitting or standing or walking for extended period; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking hearing and visual acuity.
- Frequent lifting (up to 50 lbs.). Occasional lifting (up to 75 lbs.).
- Normal casino environment (will be in a smoking environment occasionally).
- Normal office hours. Flexible hours as needed (weeks, nights, and holidays).
- Must be a minimum of 21 years of age.
- Must possess a valid New Mexico Driver's License and must be insurable.
- Must pass pre-employment drug test and have no felony convictions, history of criminal or improper conduct, or poor driving record.

NATIVE AMERICAN PREFERENCE
SUBMITTED APPLICATION, RESUME AND LETTER OF INTEREST TO:
PUEBLO OF TESUQUE HUMAN RESOURCES DEPARTMENT
20 TP 828, SANTA FE, NM 87506
OR VIA EMAIL TO blujan@puebloftesuque.org

Please attached required high school or GED, and certifications or licenses as required by the job description.

Incomplete applications may delay or exclude consideration of your application.

Please call (505) 709-1269