

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-65

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Executive Director
OPENING DATE:	November 13, 2025
CLOSING DATE:	November 21, 2025
DEPARTMENT:	Tribal Gaming Regulatory Authority
SALARY RANGE:	EX19; \$106,956 - \$178,261

Position Summary:

Under general direction of the Laguna Gaming Control Board (LGCB), the Executive Director accomplishes the strategic objectives of the Tribal Gaming Regulatory Authority (TGRA) by planning, organizing, and directing all functions required to regulate and monitor activities and services of gaming operations. The Executive Director has daily management and oversight of the Compliance, Internal Audit, and Licensing functions. Ensures that the Pueblo of Laguna's gaming facilities operate in accordance with the Indian Gaming Regulatory Act (IGRA), the Tribal Gaming Code, LGCB regulations, the Tribal-State Compact, the National Indian Gaming Commission (NIGC) regulations, and Tribal Internal Control Standards (TICS) of the TGRA, and, to the extent consistent with TGRA's regulatory role, the gaming enterprise policies and procedures. Consistently applies Core Values supporting Workforce Excellence and maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Prepares and directs the development of strategic plans for the TGRA for LGCB's consideration and approval.
- Communicates regularly and candidly with the LGCB; facilitates the LGCB's role of ultimate oversight of strategic, policy, and operational matters within the TGRA.
- Directs the establishment, implementation, and communication of goals, objectives, policies and procedures in accordance with the strategic plan, applicable laws, and regulations.
- Reviews and assesses TGRA operations to determine impact and effectiveness, provides recommendations to the LGCB for expansion, and/or improvements in services and/ or operations.
- Oversees departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing LGCB directives.
- Achieves the financial objectives of the department by first identifying and preparing the TGRA budget for submission consideration and approval by LGCB, then implements and exercises control and oversight of the budgeting processes within budgetary limitations.
- Oversees the patron dispute process in accordance with the Tribal Gaming Code and regulations.
- Assures that documentation and reports, as needed, are generated and maintained on incidents as required by policies and procedures.
- Prepares and presents reports on the status, activities, and plans for current and future TGRA operations to the LGCB.
- Develops, amends, implements, and maintains the standard operating procedures of the TGRA, at the direction of the LGCB, consistent with all applicable requirements of federal, state and Pueblo law. Reports to the LGCB any failure by the gaming enterprise to comply with any of the provisions of the Tribal-State Compact, Tribal Gaming Code, and any other applicable laws and regulations.
- Ensures confidentiality of all information pertaining to the LGCB, the TGRA, and the gaming enterprise.
- Oversees and authorizes the removal or shipment of gaming related equipment.
- Schedules appointments and communicates with the New Mexico Gaming Control Board and other agencies as required, at the direction of the LGCB.
- Schedules and attends TGRA executive management team meetings, offering and gathering information and opinions; integrating objectives with other functions; accomplishing related results as needed, to contribute to the organization's effectiveness

- Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
- Oversees TGRA staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff appropriately; communicating values, strategies, and objectives; enforcing accountability; planning, monitoring, and appraising job performance; developing incentives; developing an environment conducive to offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
- Evaluates TGRA employees and performance levels, as set forth in personnel policy processes, to ensure that standards of operations are being met.
- Reviews evaluations and recommends strategies for improvement, approves performance evaluations of staff; approves or denies disciplinary actions, staff changes, or reassignments.
- Maintains occupational knowledge and skills by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort to accomplish tasks and achieve results.
- Consistently applies the Pueblo's Core Values and Workforce Values to support Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

- Bachelor's degree in Business Administration, Public Administration, Legal Studies or related field is required.
- Must have ten (10) years gaming regulatory/gaming operations experience, with five (5) years in a management level capacity.
- Must meet the suitability standards for, obtain, and retain a Pueblo of Laguna gaming license.
- An equivalent combination of education and experience may be considered.
- FEMA/ICS 300 and 400 Certifications (and prerequisites) preferred; must be able to obtain within one (1) year of hire.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

In addition to the background investigation conducted as part of the gaming license application process, the Pueblo of Laguna has a Suitability Policy for the background investigation process. Every governmental operations position is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Executive Director is considered a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other – Key Employee Gaming License	X

Knowledge, Abilities and Skills.:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county, Tribal and local laws, regulations, and requirements related to gaming operations.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of department organization, functions, objectives, policies, and procedures.

- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively in the English language, both orally and in writing; preferred ability to speak the Laguna Language.
- Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal, state, county, Tribal and local laws, regulations, and requirements related to gaming.
- Skill in operating business computers and office machines, including Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in evaluating operations and programs to determine if they meet the Pueblo's needs.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level or in a casino setting with a higher noise level and where cigarette smoke is prevalent. Prolonged standing and walking may occur. Evening, weekend, and/or holiday work may be required. Employee is required to be on call 24 hours, seven days a week. Travel will be required for training, meetings, conferences, presentations, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES