

Exempt Position Description

For assistance completing this form, contact your Human Resource office.

Position Information		
Action: Establish <input type="checkbox"/> Update <input checked="" type="checkbox"/> If update, indicate change:	Position Title: Assistant Director	Exempt Class Code (e.g., B1234): B7760
Date Last Reviewed (If existing position): 10/26/2017	Current Band: EMS Band 3	Proposed Band:
Position Number/Object Abbreviation: 70006371/0019	Management Code (P/M/C): Management	Market Segment (e.g., HR, IT): Officials and Administrators
Exempt Citation (RCW) and Heading:	Prior Evaluation Points/JVAC:	Proposed Evaluation Points/JVAC:
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Incumbent's Name (If filled position): Vacant	Address Where Position Is Located: TBD (Lacey, Federal Way or Spokane Office)	
Agency/Division/Unit: WSGC/Enforcement Operations Division	Supervisor's Name and Title: Gary Drumheller, Deputy Director	
Supervisor's Position Number: 70006396/0051	Supervisor's Phone:	

Organizational Structure
<p>Summarize (one or two sentences) the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).</p>
<p>The Commission's mission is to protect the public by keeping gambling legal and honest. The Assistant Director is responsible for all matters related to the enforcement of the RCW and WAC codes as they relate to the regulation of gambling. This position reports to the agency Deputy Director.</p> <p>The Assistant Director oversees, manages, and directs the day-to-day operations of the Enforcement Operations Division (EOD) and its employees. This division is comprised of the Regulatory and Enforcement Unit, the Tribal Gaming Unit (TGU), the Licensing Unit, Electronic Gambling Lab (EGL), and the Training Unit.</p> <p>The Regulation and Enforcement Unit contributes to the agency's mission by regulating and enforcing licensed gambling activities by conducting inspections and investigations and educating stakeholders. Investigating criminal activity in licensed establishments and illegal, unlicensed gambling and associated crimes occurring throughout the state.</p> <p>The Licensing Unit contributes to accomplishing the agency's mission by licensing qualified businesses, individuals who operate or manage nonprofit and commercial gambling activities, and tribal gaming employees.</p> <p>The Tribal Gaming Unit contributes to accomplishing the agency's mission by ensuring the agency has trained co-regulatory professionals, equipment, and the capabilities necessary to accomplish its statutory</p>

mandate, regulating Class III tribal gaming, and stated mission and uphold the agency's role as outlined in the Tribal-State Compacts.

Electronic Gaming Lab contributes to accomplishing the agency's mission by conducting highly technical reviews of electronic gambling systems and equipment to verify compliance with applicable laws, rules, and Tribal-State Compacts. The position also assists state and tribal gaming regulators by supervising the reviews of deployed systems, incident investigations, training stakeholders, and providing expert technical advice on electronic gambling systems.

The Training Unit contributes to accomplishing the agency's mission by providing law enforcement training to agency staff, that practice meets policy and current law, and making sure it has the resources, talent, and capabilities necessary to accomplish our statutory mandate and our stated mission.

Position Objective

Describe the position's main purpose, including what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.

The Assistant Director is responsible for setting the priorities for these programs, ensuring that these programs are appropriately staffed and managed, and are functioning within the scope of the agency's authority in RCW 9.46, WAC 230, Tribal-State Compacts, agency policy and procedures, and various Memorandums of Understanding from state and federal agencies.

The Assistant Director is an executive leader of the agency that advises the Deputy Director and Director on policy issues related to the above program functions. This position serves on the agency's Leadership Team and presents rules and various reports to the five-person Commission at their monthly meetings. The Assistant Director acts on behalf of the Director during the absence of the Director and Deputy Director.

The Assistant Director is responsible for fostering and promoting positive working relationships with the various Tribal Gaming Agencies (TGA), licensees, stakeholders, staff, and federal, state, and local law enforcement and regulatory agencies to assist the agency in accomplishing the mission.

Primary Responsibilities

Describe the position's primary responsibilities and underline the essential functions. The functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see the [Essential Functions Guide](#).

The following are some of the primary duties, functions, and responsibilities that the Assistant Director will oversee:

- The administration of all aspects of the EOD.
- License only qualified individuals in a timely manner who will operate or manage commercial and nonprofit.
- Ensure that licensed commercial or nonprofit organizations are qualified.
- Work with Tribal Gaming partners to certify, register, and determine the eligibility of Class III gaming employees.
- Educate and regulate the organizations and individuals licensed throughout the state by conducting inspections and criminal investigations under RCW Chapter 9.46 and WAC Chapter 230.

- Criminal investigations of illegal, unlicensed gambling activities and associated crimes with a gambling nexus.
- Work collaboratively with local, state, tribal, and federal law enforcement and regulatory agencies by assisting in investigations of illegal gambling and associated crimes, sharing information, participating in task forces, and providing training on gambling laws and Illegal gambling.
- Gather intelligence on trends associated with our mission and use the information to direct our regulatory and criminal efforts.
- Work collaboratively with the agency's legal team, which initiates administrative action against licensed or certified individuals or businesses and applicants.
- Practice proper management of records and oversee the units' records are also being managed in accordance with the state and agency retention schedule.
- Rulemaking for the agency through staff requests or petitions from the public.
- Assist in any agency legislation and incorporate any legislative mandated changes.
- Security of the agency offices, equipment and safety.
- The electronic and mechanical gambling equipment and proprietary card game review processes and make final decisions on submissions.
- Evidence rooms follow policy and procedure.
- Seizure and forfeiture, both state and federal.
- Criminal database management.
- Work with Agents in Charge on recruiting and hiring process.
- WASPC accreditation process.
- Future leader development through training and work experience.
- Actively participate in Tribal negotiations.
- Ensure staff are knowledgeable and proficient with current and future gambling technology.
- Work with Agents in Charge on any personnel issues.
- Monitor EOD budget, contracts, grants and any other related items.
- Monitor TGU as they do business with TGA on Tribal operational issues.
- EGL billing.
- Make sure Use of Force practice meets policy and training is consistent with that.

Leadership

- Actively participates and leads agency teams and workgroups.
- Develops, knows, understands. and applies agency policy.
- Recommends changes to WACs and agency policies.
- Coordinates, develops, and/or implements special projects In support of the agency and state priorities.
- Develops, compiles, and evaluates performance measures to ensure the measures are what we should be measuring, staff know what is being measured, what the measures tell us, and why the measures are important.
- Know, and understand the WACs, RCWs, and the rule and statutory interpretations related to gambling.
- Manages the Division's budget effectively and efficiently and prepares decision packages as needed.
- Manages the Division through:
 - Informed and timely decision-making
 - Effective supervision
 - Settling the priorities for each Unit in collaboration with the Unit's Agent in Charge or Manager

- Ensuring Division staff are working on the priorities of their Unit consistently throughout the state and completed timely and efficiently and effectively
- Ensuring consistency in cases (administrative and criminal), supervision, rule Interpretation, and administrative outcomes within the Division regardless of geographical location or assigned supervisor
- Anticipating, planning, and preparing for changes in the industry, legislation, regulatory environment, trends in gambling crimes. and changes within the law enforcement community keeping what we do relevant and forward-thinking
- Working with the Division AICs and Manager to ensure consistent supervision, accentuality, resource management, and communication within the Division
- Setting a personal example of high-performance
- Setting Division goals, clearly communicating the goals, and leading the Division to the successful accomplishment of the goals
- Team problem solving
- Employee participation
- Empowerment with accountability
- Openness
- Reinforcing the chain of command without necessarily restricting agency communication or efficiency
- Mentoring and coaching staff
- Moving decision-making along with authority and responsibility to the lowest level, when appropriate. while maintaining a positive work environment and demonstrating respect for others
- Treating everyone with respect while recognizing the diversity of the Division
- Ensuring the Division is adequately staffed In the geographical areas that make the most sense for the work needs of the agency
- Handling all employee issues promptly and directly
- Ensuring staff is properly trained and has the knowledge, skills, and abilities to do their job effectively and efficiently currently and into the future

Effective Communicator

- Is clear and consistent in all oral and written communication anticipating questions of the audience and addressing them in the message delivered.
- Actively participates in meetings by sharing information and participating in decisions that will impact the agency and Division.
- Explains agency policies, procedures, laws, rules, and processes to the public, staff, licensees, law enforcement and regulatory agencies, and diverse groups.
- Make presentations to Commissioners, licensees, the public, law enforcement, and other governmental agencies.
- Keeps the Deputy Director informed of problems/issues along with solutions in a timely manner.
- Responds to inquiries and complaints regarding gambling activities in the State.
- Develop and update agency policies, processes, and procedures.
- Be accessible, timely, and responsive in dealing with staff, licensees, and stakeholders.
- Build and maintain positive working relationships with staff, Commissioners. licensees. law enforcement and regulatory agencies, and other stakeholders.
- Informs staff timely of agency, division, and unit information.
- Network with various industry organizations, like the RGA and nonprofit groups, to stay abreast of the licensee, gambling, and law enforcement issues and trends so programs are up-to-date, relevant, and forward-thinking.

Staff Development

- Make effective employee selection and staffing decisions.
- Delegate assignments appropriately to staff.
- Recognize and praise staff for high-producing performance or org for going-the-extra mile.
- Ensure all new staff is welcomed to the Commission as set out by the Leadership Team and a training program has been developed before their first day.
- Complete and submit to HR staff PDP expectations, evaluations, and interim reviews no later than HR's due date.
- Update staffs PDF by January 31st each year or as needed.
- Ensure staff is current with all required training by agency policy.
- Participate in two performance coaching sessions for each new employee/supervisor relationship or as requested by you or an employee.

Administrative and other Activities

- A member of the Agency leadership team
- Lead and participate in division, unit, and team meetings.
- Participate in various agency, division, or unit teams.
- Complete and review various agency forms, such as time sheets, leave requests, travel forms, training requests, etc.
- Participate in Tribal compact negotiations.
- Assist the Tribal Gaming Unit Agent in Charge with decisions on how to move forward with violations, issues, disagreements, and any other issues that arise.
- Assist the Regulation Unit Agent in Charge with consistency on enforcement issues, unit priorities, and any other issues that may arise.
- Assist the Licensing Unit Agent in Charge with processing licenses and priorities of the unit, and any other issues that may arise.
- Assist the Electronic Gaming Administrator with compliance of current and new equipment in the state.
- Assist the Training Unit by ensuring training meets policy and law.
- Travel to field offices to meet with staff.
- Provide or attend training both in and out of the state, which may require occasional overnight travel.

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing, or determining how the agency will implement).

This is an executive leadership position. This position serves as a member of the Agency Leadership Team, Legislative Team, Commission Action Team, the Gambling Equipment Team (Director's designee for approvals/denials), and various other workgroups.

The Assistant Director is responsible for developing and implementing the various programs within the Division and ensuring the programs comply with state laws and rules, Tribal-State Compacts, and various Memorandums of Understanding with federal and state agencies.

The Assistant Director plays an active role in developing, applying, making, and implementing agency policies, with particular attention to those relating to licensees, licensing, regulation, criminal enforcement, use of force training, tribal relations, tribal negotiations, administrative cases, seizure with intent to forfeit, fingerprinting, ACCESS and other law enforcement databases, criminal intelligence, rule-making, approval or denial of electronic gambling equipment and proprietary games, records management, licensing fees, reporting of gambling activity, vehicles, building security for the Lacey,

Federal Way and Spokane office buildings, staff within the Division, and the budget and assets used by the Division (facilities and equipment).

Explain the major decision-making responsibilities this position has full authority to make.

The Assistant Director has full authority to make the following decisions:

- Personal property to seize with intent to forfeit and settlements related thereto.
- Administrative case settlements with applicants or licensees, such as fines and time down.
- Settlements of criminal cases.
- NOVAS issuance of \$2500 or more.
- Issuance of conditional certifications or waivers of disqualifying criteria for eligibility.
- Approval or denial of electronic or mechanical gambling equipment for operation in the state as outlined in WAC 230-06-050.
- Approval or denial of house-banked card games for play in the state as outlined in WAC 230-15-040.
- Approval or denial of non-house-banked card games for play in the state as outlined in WAC 230-15-030.
- Approval or denial of card room hours of play in the state as outlined in WAC 230-15-025.
- License issuance.
- Verification of licensing requirements for financing of class III gaming operations under Tribal-State Compact.
- Vehicle purchase and assignment.
- Corrective action for staff within the Division.
- Hiring staff within the Division.
- Priorities for each Unit within the Division based on the agency's mission, vision, values, and goals.
- Approving confidential informants.
- Expenditures for the Division.
- Agency business in the absence of the Director and the Deputy Director.
- Sign off on Use of Force training.
- Provide guidance to TGU on Tribal operational issues.
- Approve TGU new or improved regulatory programs before compact amendments are published.
- Sign off on new and approved updated gambling equipment.
- Implementing agency policy.
- Approval or denial of electronic gambling equipment and proprietary games
- Records management

Identify those actions this position takes to their manager for a decision.

The Assistant Director must take to the following decisions to their supervisor (Deputy Director):

- Seizure of real property.
- Disciplinary action where action is above a letter of reprimand.
- Summary suspension of a license.
- Certification, registration, or eligibility decisions that could result in dispute resolution.
- Staffing levels for the Division.
- Memorandums of Understanding with federal, state, and tribal agencies.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

• Approximately \$12 million of the agency budget in the biennium, which is about 45% of the agency's overall budget.

Other financial influences/impacts.

• The licensing fees generated by the Licensing and Regulation Unit account for about \$8 million, or half, of the agency's fiscal year revenues. Other revenue and fees generated by this Division include the assessment of fines, forfeited personal property, and reimbursement of investigative and review costs.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

The FTEs are full-time. The Division has 68 permanent and temporary FTEs, about a third of the agency's staff. The Assistant Director has the following direct reports: an Administrative Assistant 3 (Shared), three Agents In Charge, one Electronic Gaming Administrator and the Training Supervisor.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Education and Experience:

Four or more years of experience in auditing, accounting, law enforcement, regulatory, fraud, or investigations. At least two years of experience must be as a certified law enforcement professional.

Note: Education involving college level courses in criminal justice, accounting, finance, public or business administration, or a closely related field can substitute for two years of the above experience requirement.

AND

A minimum of four years of experience managing a team or work unit that includes direct supervision of professional employees, and planning, directing, and controlling resources.

AND

Graduate of the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy or equivalent. The equivalent can include out of state and federal law enforcement academies.

Note: This position does not require the candidate to be a currently certified law enforcement professional.

Competencies:

- Demonstrates a high degree of Independent judgment and initiative.
- Ability to convey clear, persuasive messages that are effective in influencing the thoughts and actions of others.
- Interpret and communicate complex information in a manner understandable to others.
- Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual regard.

- Develop and deliver effective oral presentations and facilitate group processes.
- Ability to handle difficult, stressful, or sensitive interpersonal situations.
- Ability to interpret, understand and apply WAC rules and RCWs.
- Ability to interact with others in a patient, diplomatic, and professional manner,
- Ability to work in and contribute to a work environment that embraces diversity and brings together the strengths and perspectives of diverse groups to meet organizational goals,
- Effectively develop policies, procedures, guidelines, and training,
- Communicate clearly and effectively (both orally and In writing) to Individuals and groups having diverse needs and interests.
- Effectively plan, coordinate, and involve internal work, units, and staff in program development and implementation.
- Adapt easily to changing business needs, conditions, and work responsibilities.
- Work independently.
- Identify key issues and make recommendations to increase efficiency and meet goals.

Leadership

Be fair minded, forward thinking, competent, and inspiring; demonstrates a flexible leadership style that meets the needs of a broad range of individuals and situations; delegates responsibility with associated authority; promotes a cooperative work environment and gains support and buy-in through participation of others; encourages and rewards innovation and change, allowing others to learn from mistakes; leads by example and is accountable for results; takes responsibility for personal learning and development; ensures clear and consistent communication with staff across agency lines and with people outside the agency; makes decisions and sets priorities consistent with agency mission , vision, values, and strategic plan, and provides positive direction In its implementation; emphasizes agency goals over division or unit Interests; addresses problems with people quickly and directly; holds staff accountable for work; establishes clear performance expectations and measures through the use of Performance Development Plans: keeps Position Description Forms updated; evaluates and coaches employees, and encourages and rewards top performance; anticipates and understands risks, develops contingency plans, and whenever possible, removes barriers; and identifies and helps others cope with problems associated with change.

Oral Communication

Practices active listening; uses appropriate means of available communication within and outside the organization; uses clear, consistent, persuasive communications that are effective In Influencing the thoughts and actions of others; be patient and understanding; shares complete and accurate information with others promptly; presents ideas effectively in formal and Informal settings; responsive to various styles and needs of individuals and diverse groups with whom he/she is communicating; communicates intentions and rationale; and demonstrates conflict resolution and negotiation skills with WSGC personnel and others.

Written Communication

Accurately documents work performed (e.g., letters, recommendation memorandums, etc.) in a clear, concise, logical, and complete manner; effectively conveys ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader; and consistently follows standardized rules of language regarding spelling, punctuation, grammar, word usage, sentence structure, and composition.

Relationship Building and Influence

Builds working relationships characterized by a high level of acceptance, cooperation, and mutual respect; interacts with others in a patient, diplomatic, and professional manner; treats others with dignity and respect; respects the work of others, regardless of their status or position; effectively collaborates with others and

offers assistance; anticipates and recognizes the concerns of others; uses various means to clearly and effectively communicate with others; acts as a positive influence on others; positively impacts morale; actively supports the good ideas of others; builds rapport; understands the balance between taking the time to build rapport and getting the work done; finds common ground; models effective group process behavior, such as listening, discussing, negotiating, rewarding, encouraging, motivating and resolving confrontations and disagreements in a constructive manner; be patient and understanding, and seeks to resolve without becoming frustrated.

Ethics and Integrity

Earns the trust, respect, and confidence of customers and coworkers in good times or bad, through honesty, forthrightness, and professionalism; tells the truth and is honest in all dealings; respects and maintains confidentiality; keeps commitments; uses public funds and resources appropriately and efficiently; avoids rumor, gossip, and subjective opinions; avoids inappropriate situations and associations; talks to others about the need for ethical behavior; adheres to an appropriate (for the setting) and effective set of core values and beliefs, and avoids conflicts of interest.

Tact and Diplomacy

Responds to difficult, stressful, or sensitive interpersonal situations in ways that reduce or minimize potential conflict and maintains good working relationships among internal and external customers; actively strives to understand the people and the data before making decisions and taking action; carries out interaction in a respectful manner that maintains the dignity of all; uses behaviors and language in dealing with people that are appropriate for workplace situations: works through difficulty or awkward interpersonal situations in a positive manner; delivers a difficult message with sensitivity to minimize the negative impact on others; criticizes constructively and privately; praises publicly; broach sensitive issues in a way that allows rational and open discussion; and gauges and uses appropriate tone, body language, gestures, and motions.

Diversity

Actively contributes to a work environment that embraces diversity and brings together the strengths and perspectives of diverse groups to meet organizational goals; demonstrates respect for others; recognizes the value of cultural, ethnic, gender, and other differences in people; brings together strengths and perspectives of diverse groups; checks his/her thinking against the view of others; develops and adapts approaches to problems that take into account cultural differences; supports equal and fair treatment and opportunity for all, and interacts with people from all walks of life.

Self-Management

Works independently and meets timelines; follows rules and procedures; treats others with respect and dignity; effectively manages assignments, projects, time, and other resources; and identifies and pursues opportunities for growth and development.

Innovation and Change Management

Fosters an environment of innovation and change. Develops strategic goals for change. Aligns changes with the organization's strategic direction and objectives and customer expectations. Identifies appropriate change strategies. Communicates goals and strategies to appropriate parties. Involves appropriate parties in changes. Develops insights and applies innovative solutions to projects and problems. Demonstrates persistence in achieving change and is willing to act independently. Recognizes the scope of problems. Understands the impact of change on others. Guides staff through fundamental change. Learns from failure.

Preferred/Desired Education, Experience, and Competencies.

Education/Experience:

Bachelor's degree in Criminal Justice, Accounting, Business Administration, Legal, Political Science or related field **OR** related experience in auditing, accounting, regulatory, law enforcement, fraud or investigations.

Minimum of four years' experience in an executive leadership position that included managing multiple agency mission-critical programs, actively participating in decisions impacting the agency, managing a team or work unit that includes direct supervision of professional employees, and planning, directing, and controlling resources.

Competencies:

- Extensive knowledge of RCW 9.46 and criminal elements of associated crimes as outlined in RCW.
- Extensive knowledge of criminal procedure, investigative techniques, writing and executing search warrants, subpoenas, and operational plans.
- Uses knowledge and understanding of the agency's formal and informal structures, external trends and influences to make decisions and take actions that satisfy diverse interests and contribute to the agency's goals.
- Seeks and responds to opportunities to resolve problems, achieve goals, and otherwise advance the agency's mission.
- Accepts personal responsibility for the job, the quality, timeliness of work, and meeting expectations. Can be relied upon to achieve expected results, meet deadlines, and adhere to work schedules.
- Adapts approach, goals, and methods to achieve successful solutions and results.
- Earns the trust, respect, and confidence of coworkers, licensees, and members of the public in good times and bad, through honesty, forthrightness, professionalism, and diplomatic skills.
- Demonstrates an ongoing commitment to learning and self-improvement.

Accountability:

Accepts personal responsibility for the quality and timeliness of work and acknowledges responsibility for meeting expectations. Acknowledges responsibility for mistakes, without blaming, and makes the necessary corrections. Keeps supervisor and co-workers informed. Communicates Intentions and rationale. Completes requisite training and applies training received. Works Independently; prioritizes, problem-solves, and ensures time and case management. Demonstrates proficiency in the use of assigned equipment. Documents work performed and findings in a clear, concise, and logical manner. Provides status reports and updates on progress to internal and external stakeholders. Exhibits attention to detail and follow-through in the completion of assignments.

Results Orientation and Initiative:

Seeks and responds to opportunities to resolve problems, achieve goals, or otherwise advance the organization's mission; identifies needs and takes appropriate action before being asked; challenges status quo when appropriate; looks for better ways to perform routine parts of the job; develops innovative ideas that provide unique solutions; adds value and original thinking in the workplace and encourages others to be creative and innovative, and gets the job done.

Analytical Ability:

Uses data and Information in a clear and rational thought process to assess and understand issues, evaluate opinions, form logical and accurate conclusions, and make decisions; accurately evaluates legal, financial,

and other documents; identifies key facts: recognizes patterns, sees discrepancies and missing pieces, trends or interrelationships in data and situations; distinguishes information that is pertinent to a decision or solution; determines appropriate action in light of guidelines/procedures; in the absence of clear guidelines or information, uses judgment and critical thinking to infer appropriate meaning and form conclusions necessary to resolve the problem or issue; possesses knowledge of advanced investigative techniques, and has a good memory.

Good Judgment:

Displays balanced thinking that combines analysis, wisdom, experience, and perspective; plans the most effective and efficient means to conduct work; accurately assesses risk, scope, and objectives when planning and conducting work; makes decisions consistently and impartially; adjusts work as necessary when findings warrant; recognizes and carefully weighs pros and cons of a prospective action; demonstrates behavior appropriate to the situation; and refrains from inappropriate displays of behavior (e.g., anger, violence, frustration, and impatience) and interactions.

Flexible/adaptable:

Anticipates, assesses, and responds in a timely manner to changing priorities and needs; demonstrates flexibility to changing circumstances and work assignments; develops new strategies or tactics if current ones are ineffective; copes well and helps others adapt to changes; proactively embraces change, and sees benefits and inspires others to accept change.

Organizational and External Awareness:

Uses knowledge and understanding of the agency's formal and informal structures, and external trends and influences to make decisions and take actions that satisfy diverse interests and contribute to agency goals. Keeps abreast of changes and trends related to gambling, regulation, and enforcement activities. Fosters credibility by avoiding situations in which the public might perceive a conflict of interest. Displays balanced thinking that combines analysis, wisdom, experience, and perspective. Models' ethics and integrity to enhance the quality of the agency's enforcement activities. Is aware of technological options for program operations and, with IT staff, explores new applications or enhancements to assist staff and provide better customer service. Is creative and visionary in the application of technology. Encourages staff development and training for new IT applications.

Strategic Planning:

Plans and budgets for future resource requirements; anticipate problems and develops contingency plans; establishes challenging, attainable goals and objectives based on mission, vision, and values; identifies short and long-range organizational needs; looks to the future with a broad perspective; ensures performance measures are in place to monitor progress and assess accomplishments and achievement of strategic goals and objectives; develops initiatives to achieve goals and objectives, and articulates the vision and plans to others.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

- Must be a United States Citizen.
- Must be able to legally acquire and possess firearms and ammunition and maintain qualification standards.
- Maintain a valid Washington State Driver's License and be able to drive a motor vehicle.
- Must not have any felony convictions.
- Must not have any misdemeanor convictions related to controlled substances, theft, moral turpitude, fraud, larceny, or crimes of violence within the last five years. Must not have been convicted of any crime associated with domestic violence. Must not have a DUI conviction within the last three years, or a

substantial accumulation of driving violations, indicating a disregard for rules and regulations.

- Must not use or possess illegal narcotics or controlled substances:
 - o Drug-free - no use of any illegal drugs within the last three (3) year period immediately preceding appointment.
 - o Marijuana - no use within the six (6) month period immediately preceding appointment and use limited to experimentation.
 - o Amphetamines, Cocaine, and Opiates - no use within the five (5) year period immediately preceding appointment and use limited to experimentation.
 - o Hallucinogens - no use within the ten (10) year period immediately preceding appointment and use limited to experimentation.
 - o Must refrain from excessive alcohol consumption.

Working Conditions

Work Setting, including hazards:	Work indoors in a gambling environment, which may involve smoke filled and dirty areas, diverse populations, and intoxicated persons.
Schedule (i.e., hours and days):	Work evenings, weekends, hours other than 8 am to 5 pm, and extra hours when necessary to meet work objectives and deadlines. Be available and carry a cell phone during nonscheduled hours.
Travel Requirements:	Travel overnight as necessary for off-site work, meetings, and training.
Tools and Equipment:	If currently certified in WA State, carry a firearm and other issued equipment (handcuffs, cell phone, etc.) while working and maintain firearm and use of force training standards.
Customer Relations:	Must foster and promote positive relationships with stakeholders, industry groups, Prosecutor, local, state, and federal law enforcement and regulatory agencies, Commissioners, and the public regarding the regulatory program and criminal enforcement of gambling-related rules and laws.
Other:	If currently certified in WA State, detain or arrest individuals

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
Date:	Appointing Authority's Name and Title: Signature (required):
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only						
Approved Class Title:	Class Code:	Salary Band:	Effective Date:			
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:			
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:			
County Code:	Business Area:	Personnel Area (FEIN):				
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>				
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: UFI Search Feature				
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:	HR Designee's Title:	HR Designee's Signature:			
Date:	Budget Designee's Name:	Budget Designee's Title:	Budget Designee's Signature:			