



EXECUTIVE DIRECTOR – MISSISSIPPI GAMING COMMISSION

The Mississippi Gaming Commission (MGC) is seeking a qualified candidate to serve as Executive Director (ED). The ED reports to the organization's three member Commission, whose members are appointed by the Governor.

The Commission:

The MGC regulates gaming activities within the State of Mississippi through the enforcement of the Mississippi Gaming Control Act and Mississippi Gaming Regulations.

Minimum Requirements:

The ED of the MGC must possess at least 5 years of responsible administrative experience in public or business administration or possess broad management skills. Additionally, any offer of employment is contingent on the successful completion of a thorough background investigation to verify, among other things, employment, education, qualifications, and criminal background, in order to maintain the integrity of the Commission. Once selected for the position, the candidate must also be confirmed by the State Senate.

Preference will be given to candidates with the following:

- Regulatory experience
- Experience with accounting and budgeting
- Experience with legislative/executive relations
- Experience working with diverse personalities, conflicting priorities and objectives, as well as high pressure scenarios
- Demonstrated business acumen
- Proven leadership

Qualified candidates should send their résumé no later than May 31, 2011, via email or USPS to the following:

**State Personnel Board
Attn: Ms. Mary McDonald
301 North Lamar Street, Suite 203
Jackson, Mississippi 39201
Mary.McDonald@mspb.ms.gov**

THE MISSISSIPPI GAMING COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDES EMPLOYMENT OPPORTUNITIES WITHOUT DISCRIMINATION OR HARASSMENT ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION OR CREED, SEX, AGE, DISABILITY, CITIZENSHIP STATUS, MARITAL STATUS, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW.



EXECUTIVE DIRECTOR, GAMING COMMISSION

Characteristics of Work

Coordinates Commission activities and requirements with the staff, legal counsel and representatives of the industry; receives, processes, and formulates responses for documents filed for action before the Commission, such as, disciplinary complaints, emergency orders, work permit appeals, and amendment or repeal of regulations; attends and participates in all Commission meetings; formulates correspondence to all gaming license applicants, licensees, and other concerned parties reflecting the official action by the Commission and formulates a disposition of action taken for dissemination to law enforcement agencies; insures distribution of all official Commission notifications, bulletins, and policy statements to licensees and other interested parties; functions as custodian of Commission records.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Directs and supervises all administrative and technical activities of the commission in accordance with the administrative procedures of and regulations adopted by the Commission.

Establishes a plan of organization.

Inspects and examines all premises, equipment, and supplies wherein gaming is conducted or gambling devices or equipment are manufactured, sold, or distributed and investigate any suspected criminal violation.

Recommends to the Commission approval/denial of any application the limitation, conditioning or restriction of any license, registration, finding of suitability or the imposition of a fine upon any person licensed.

Employs the services of such persons as he considers necessary for the purposes of consultation or investigation and fix the salaries of or contract for services of such legal, professional, technical, and operational personal and consultants.

Makes, executes, and effectuates any and all agreements or contracts, including contracts for the purchase of goods and services.

Related or similar duties are performed as required or assigned.

Minimum Requirements

House Bill No. 2, First Extraordinary Session 1990, Section 8, states the following:

The executive director must have at least five (5) years of responsible administrative experience in public or business administration or possess broad management skills.