

**DEPARTMENT OF JUSTICE
BUREAU OF GAMBLING CONTROL
LICENSING BRANCH
420-311-4802-XXX**

JOB TITLE: Manager II

STATEMENT OF DUTIES: The Manager (MNGR) II is responsible for managing and directing the background investigation sections within the Licensing Branch. This position requires an in-depth, detailed knowledge and understanding of the Gambling Control Act; Tribal-State Gaming Compacts; and policies of the Bureau, Division, and Department.

SUPERVISION RECEIVED: Reports to the Assistant Bureau Director.

SUPERVISION EXERCISED: Supervises managers, supervisors, professional, technical, and clerical staff within the Licensing Branch.

TYPICAL PHYSICAL DEMANDS: Ability to lift 10 pounds, bending, kneeling.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke free environment.

ESSENTIAL FUNCTIONS

- 40% Plans, directs, supervises and evaluates all aspects of the Licensing Branch's background investigation sections to ensure workflow, quality of work, and processing time lines are met. Drives strategic development to improve processes and functions of the section. Including exercising oversight of investigations related to the suitability of individuals seeking licensure pursuant to the Gambling Control Act and Tribal-State Compacts.
- 20% Develops and implements policies to effectively administer the Gambling Control Act and the Bureau's responsibilities under the Tribal-State Gaming Compacts, exercising decision-making authority on critical time-sensitive business and policy decisions that impact the statewide program.
- 20% Represents the Bureau on operational and policy issues before the legislature, governmental agencies, top law enforcement administrators, representatives from the gaming industries and the public. Provides consultation, direction and supervision to Bureau Management. Advises the Director and Assistant Directors of the impact of proposed federal and state gaming laws and regulations. Suggests legislative proposals for the Department to advance and/or enhance the electronic processing capabilities of all gambling control applications and databases. Identifies key policy issues, provides key policy advice, and participates in the development of policies associated with gaming-related criminal and applicant statewide databases/processes.

- 10% Manages activities and performances of the section's personnel; oversees the hiring of personnel and the section's affirmative action efforts; mentors and assists subordinates with upward mobility; and prepares staff evaluations, disciplines employees as needed, and handles grievances. Assumes the duties of the Assistant Director when delegated, and performs other duties as required.

- 10% Monitors and makes recommendations relative to budget expenditures and preparation. Plans and implements budget change proposals.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date