

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resource Department  
P. O. Box 365  
Oneida, WI 54155-0365

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

Phone: (920) 496-7900  
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

**POSITION TITLE:** Assistant Director-Security  
**POSITION NUMBER:** 00056  
**DEPARTMENT:** Internal Security  
**LOCATION:** Varies  
**DIVISION:** Law Enforcement  
**RESPONSIBLE TO:** Security Director  
**SALARY:** E06 \$52,855/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** January 4, 2019  
**CLOSING DATE:** January 11, 2019  
**Transfer Deadline:** January 11, 2019  
**Proposed Start Date:** **As Soon As Possible**

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

Accomplish the Internal Security Department's objectives by assisting the Security Director in planning, organizing and directing all functions required to provide security services to all gaming division outlets. Ensure the Security Department operates in accordance with applicable laws, regulations, policies and procedures. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Assist in developing departmental plans, strategies, goals and objectives in accordance with applicable tribal, federal, state, and local laws, rules and regulations.
2. Establish, implement and communicate goals, objectives, policies and procedures in accordance with applicable tribal, federal, state, and local laws, rules and regulations; enforce all Tribal gaming policies and procedures.
3. Improve staff effectiveness by counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
4. Host regular staff meetings to ensure communication between personnel and departmental-related activities.
5. Adhere to the Personnel Policies and Procedures in reference to disciplinary proceedings; completes investigations; notifies appropriate individuals of decisions; investigates and resolves complaints and concerns in a timely manner.
6. Assist staff as needed during investigations of gaming violations and other related security issues.
7. Achieve financial objectives by assisting in the preparation and administration of annual budgets; presenting and justifying budget recommendations to appropriate personnel.
8. Coordinate and assist in special projects as assigned such as cost analysis, feasibility studies and business plan development.
9. Represent the department when meeting internal or external agencies and representatives regarding security matters.
10. Contribute to department's 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; developing and implementing internal security policies and procedures.
11. Keep leadership and other departments informed of status of department activities by attending meetings and submitting reports.
12. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications and establishing networks.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

13. Develop and maintain good working relationships with Gaming Administration, external law enforcement and Oneida Police department.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, walk; stoop, kneel, crouch, or crawl; and lift up to ten (10) pounds.
2. Occasionally sit, climb or balance and lift and/or move up to seventy-five (75) pounds.
3. Must take/pass a physical examination, physical agility test, psychological examination,
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge of tribal, federal, and state gaming, criminal, traffic, and civil code and laws.
2. Knowledge of administration, including budgeting, program planning and development, employee supervision and training.
3. Knowledge of security operations, principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
4. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
5. Skill in understanding and interpreting complex statutes, ordinances, regulations and standards.
6. Skill in problem solving, human relations, and time management. Proficient in the preparation of writing budget proposals, grants, contracts, or funds allocations.
7. Skill in providing leadership to and evaluating the work of subordinate staff.
8. Skill in evaluating operations and programs to determine if they meet the Oneida Nation's needs.
9. Ability to schedule and facilitate meetings, conferences, training, etc.
10. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
11. Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
12. Ability to make intelligent and effective decisions in routine and emergency situations.
13. Ability to communicate efficiently and effectively both verbally and in writing.
14. Ability to become certified in Child Abuse and Neglect.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
18. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
19. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

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**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree in criminal science or closely related field; three (3) years of security experience including two (2) years of supervisory experience; and/or equivalent combination of education and experience.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**