



DEPUTY DIRECTOR OF GAMING



SAN JOSE POLICE DEPARTMENT



EXECUTIVE RECRUITMENT

UNIQUE OPPORTUNITY

City of San José is seeking professionals with experience to serve as this community's next Deputy Director of Gaming. This position offers a unique opportunity for an individual with experience in the oversight and regulation of the gaming industry or other financial agencies to lead gaming oversight initiatives in one of the country's most exciting and diverse cities. Candidates with exceptional communication, leadership, analytical, and management skills can showcase their talents leading a team in maintaining the integrity of gaming in the city through oversight of cardroom activities, regulatory control, accurate reporting of gaming taxes, proper gaming revenue calculations, and building relationships with various stakeholders. A bachelor's degree from an accredited college or university with major course work in accounting, financial administration, public or business administration, or related field is required. Certified Public Accounting or Certified Internal Auditing credentials, or similar area of continuing education, as well as demonstrated experience in the application of accounting and auditing principles, practices and procedures is highly desired.

THE COMMUNITY

San José California plays a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovation companies. San José is also home to an energetic, talented and diverse population. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year.

San José's quality of life is unsurpassed. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San José #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San José State University is the leading engineering and business school supporting Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.



SAN JOSE POLICE DEPARTMENT—DEPUTY DIRECTOR OF GAMING

THE DEPARTMENT

The San José Police Department is a dynamic, progressive, and professional organization dedicated to maintaining community partnerships that promote a high quality of life for the City's diverse population. The San José Police Department has an authorized 1,151 sworn officers and over 561 civilian staff in four Bureaus, comprised of 11 divisions with more than 61 specialized units and assignments. The Department is responsible for policing a city of 180 square miles and over a million residents.

The San José Police Department is administered by a command staff including the Chief of Police, Assistant Chief of Police, four Deputy Chiefs, and a Civilian Deputy Director presiding over an Operations Command divided into four Bureaus and the Office of the Executive Officer.



THE DIVISION OF GAMING

The Division of Gaming Control has the responsibility to ensure comprehensive safeguards for control of legalized gambling within the City of San José. The safeguards are necessary and in place to protect the public interest in San José. This is accomplished through conducting extensive background investigations on cardroom owners and employees, analyzing statistical information concerning criminal activities in and around cardrooms, performing audits to assure proper accounting treatment of taxable revenues, investigating instances of violation of Title 16 of the San José Municipal Code, the State Gambling Control Act, and the Penal Code, and making recommendations with respect to administrative action to be taken against cardroom permittees and licensees in cases of regulatory violations. There are currently two active cardrooms located within the city limits, each with 49 authorized card tables.

THE POSITION

The Deputy Director of the Division directs, supervises, and conducts all administrative and management activities in accordance with the provisions of Title 16 of the San José Municipal Code, any rules and regulations particular to the Division, and any other duties assigned by the Chief of Police. The Deputy Director reports to the Assistant Chief of Police.

SPECIFIC RESPONSIBILITIES OF THE POSITION

- Examine the suitability of cardroom license applicants, including cardroom permittees, landowners, key gaming employees, funding sources, funding source key employees, charitable organizations, and work permit applicants for a work permit.
- Maintain integrity of gambling through strict regulatory control and ensure the cardrooms' compliance with Title 16 of the San José Municipal Code, the rules and regulations promulgated thereunder, the California Gambling Control Act, the California Penal Code, and other state and federal laws pertaining to gambling.
- Prevent, detect, enforce, and document all violations of city, state, and federal laws pertaining to gambling and to initiate and otherwise take immediate and timely investigation whenever noted or reported.
- Ensure cardroom gaming revenues are properly calculated, and gaming taxes are properly reported to the City of San José.

The Ideal Candidate

The City is seeking a dynamic and collaborative professional with knowledge of the gaming industry and experience with the regulation of other agencies, including conducting audits and general compliance checks and reviews. The next Deputy Director of Gaming should have proven leadership qualities, managerial experience and strong interpersonal and customer service skills. The Deputy Director must be a regulator, but also a relationship builder with all stakeholders.

The ideal background and qualifications for the Deputy Director position include:

- Minimum of six (6) years of increasingly responsible senior level administrative, analytic and leadership experience.
- Certified Public Accounting or Certified Internal Auditing credentials, or similar area of continuing education, as well as demonstrated experience in the application of accounting and auditing principles, practices and procedures.
- A bachelor's degree from an accredited college or university with major course work in accounting, financial administration, public or business administration, or related field is required.
- Experience managing a work unit equivalent to a major division within a city operating department is desirable.
- Demonstrated knowledge of accounting and auditing principles, practices and procedures.



- Expertise in gaming practices and applicable laws, including an understanding of Title 16 of the San José Municipal Code relating to regulations, standards and procedures for gaming operations and record keeping practices.
- Background in gaming checks and balances including conducting audits, administering subpoenas, vetting individuals and funding sources, and general compliance checks and reviews.
- An outstanding reputation and sense of financial and ethical integrity.
- The ability and commitment to interact with numerous stakeholder groups, such as casino managers, community groups, individuals and other governmental and law enforcement entities, while reinforcing both City and State of California laws and regulations.
- Open and available to Police Department and City staff by using an effective communicating philosophy, seeking input, in order to promote productive working relationships.
- Commitment to continued training and professional development of subordinate personnel.
- Demonstrated experience building successful teams focused on departmental goals and adhering to predetermined policies, procedures and programs.
- Experience in addressing internal organizational and personnel issues present in most police or government agencies as well as having a demonstrated ability in addressing these problems in a positive, professional, timely and impartial manner.

COLLABORATIVE



INTEGRITY

COMPENSATION AND BENEFITS

The starting annual salary range for this position is **\$120,400-\$187,546** plus an additional 5% non-pensionable amount. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an array of benefits including a competitive retirement system with full reciprocity with CalPERS.

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

Holidays – The City observes 14 paid holidays annually.

Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program - The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits Website:

<https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>.





APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Application Filing Deadline: Position will remain Open Until Filled
Priority Screening Date: March 5, 2020

*All application materials must be received by **March 5, 2020**, for a guaranteed review.
Applications received after that date will be considered on an as needed basis until the position is filled.*

Interested professionals may submit a resume, cover letter and contact information for 5 professional references to consultant Joe De Lopez at www.GovHRjobs.com.

Electronic submissions are required. Telephone inquiries: GovHR USA (847) 380-324

THE CITY OF SAN JOSÉ IS AN EQUAL OPPORTUNITY EMPLOYER