



Virgin Islands Casino Control Commission  
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Christiansted, VI 00820  
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Email: [info@casinocontrolcommission.vi](mailto:info@casinocontrolcommission.vi)

**POSITION VACANCY ANNOUNCEMENT  
FOR  
EXECUTIVE DIRECTOR**

**Salary Range:** \$70,000 to \$80,000 per annum  
**Classification:** Exempt  
**Location:** St. Croix, U.S. Virgin Islands

**POSITION SUMMARY:** Pursuant to Virgin Islands Code Ann. tit. 32, § 408(c), the Virgin Islands Casino Control Commission (the “Commission”), an independent agency within the executive branch of the Government of the U.S. Virgin Islands, “shall appoint an executive director who shall serve at its pleasure.” Under the direction of the Chairman/Chief Executive Officer of the Commission or other designated authority within the Commission, the Executive Director is responsible for the conduct of the administrative affairs of the Commission and for providing overall direction and supervision of the staff of the Commission. The Executive Director works closely with the Chairman/Chief Executive Officer and the Commissioners in attaining the goals and objectives of the Commission.

**EXAMPLES OF DUTIES:** Oversees and manages all administrative operations within the Commission and ensures adherence to Commission policies and procedures; builds, develops, motivates and leads the management team in a manner that supports the mission and core values of the Commission; supports, monitors and implements employee relations and organizational objectives through effective leadership, communication, training and development; develops, maintains and oversees the annual operational budget to ensure standards are met for payment efficiency, cost control and waste reduction; oversees bids for contracts and follows the applicable bidding process of the Government of the U.S. Virgin Islands in procuring contractors; ensures that all required audits and monthly, quarterly and annual reports are conducted, completed and submitted to the Chairman/Chief Executive Officer and the Commissioners for review and recommended action; implements and evaluates licensing and regulatory systems to ensure compliance with applicable law and the protection of employees, assets, and the public served by the Commission; maintains all incoming information, documents and records; regularly monitors and tracks changes/revisions to the Casino Industry statutes nationally and internationally; coordinates and participates in Commission meetings and hearings with individuals and entities; develops organizational goals, objectives and strategic plans for the Commission by working collaboratively with the Chairman/Chief Executive Officer and the Commissioners; performs any other duties as prescribed and delegated by the Commission.

**QUALIFICATIONS: EDUCATION AND EXPERIENCE**

**MINIMUM QUALIFICATIONS:** Bachelor of Arts degree from a four-year accredited college or university in Business Administration, Finance, Public Administration or Business Law. Master’s degree preferred. Must demonstrate a minimum of five (5) years of responsible experience in public or business administration or possess broad management skills. Must be able to utilize several types of office electronic equipment, with working knowledge of word processing and accounting software such as Microsoft Word, Excel, QuickBooks, and other accounting software applications. Must be able to read, write, speak, understand, and communicate in English proficiently to perform the duties of this position.

**TO APPLY:** Submit by email, a detailed letter of interest, resumé, contact information and three (3) job references to: **Marvin L. Pickering, Chairman/Chief Executive Officer, Virgin Islands Casino Control Commission, [mpickering@casinocontrolcommission.vi](mailto:mpickering@casinocontrolcommission.vi)**

**The position will remain open until filled**

**THIS JOB ANNOUNCEMENT IS NOT INTENDED TO BE ALL-INCLUSIVE. EMPLOYEE MAY PERFORM OTHER RELATED DUTIES TO MEET THE NEEDS OF THE VIRGIN ISLANDS CASINO CONTROL COMMISSION. THE VIRGIN ISLANDS CASINO CONTROL COMMISSION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**