

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: General Manager

DEPARTMENT: Executive

STATUS: Regular, Full - Time

LEVEL OF RESPONSIBILITY: Reports to the Tribal Council

DESCRIPTION OF WORK:

Fully responsible for the efficient, successful and profitable operation of all Casino facilities. Supervise all Department Managers and Directors in the performance of their functions, ensuring cooperative and goal oriented performance of the entire organization. Develops and administers annual operating budget, utilizing information and analyses provided by individual department heads. Plans, develops and/or approves Casino operating philosophy, including changes in gaming or marketing strategy, Casino configuration and facility design.

SPECIFIC RESPONSIBILITIES:

1. Develop and review operation and capital department budgets for applicable support departments for presentation to CEO.
2. Review all maintenance, service and construction contracts by the support departments.
3. Develop, implement and review policy and procedures for all support departments.
4. Perform cost benefit analysis of major capital purchase authority for support departments.
5. Assist and consult with CEO in long range business/strategic planning.
6. Ensure compliance by all support department with applicable Federal, State and Gaming Commission rules and regulations pertaining to the Casino.
7. Enforce compliance with Casino Policies and Procedures, and insure confidentiality of all Casino operational data.
8. Assist and consult with the CEO on the implementation of policies and procedures from all support departments.

MINIMUM QUALIFICATIONS:

EDUCATION: Four year degree in Business Administration or related field. Four years related experience may be substituted for the required degree.

EXPERIENCE: Four years experience in Casino operation, preferably in Indian Gaming, which includes experience at the senior management level.

KNOWLEDGE/ABILITY/SKILLS:

Knowledge of Facilities Management, Human Resources, Security, Surveillance and Gaming Operations.

Knowledge of contract negotiations for supplies, services and procurements practices.

Extensive knowledge of security techniques and surveillance equipment.

Skill in interpersonal communications, organization and leadership.

NECESSARY SPECIAL REQUIREMENTS:

Responsible for compliance with the Casino's Internal Control Policy and Procedure as it relates to the position's stated job description.

OCCUPATIONAL HAZARD:

In the Entertainment Industry, one may be subject to a work environment containing excessive noise, smoke and stress.

This description is an accurate representation of the duties and requirements of the position.