

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Director of Surveillance

DEPARTMENT: Surveillance

STATUS: Regular, Full Time

LEVEL OF RESPONSIBILITY: Reports to the **Tribal Council**

DESCRIPTION OF WORK:

Directs Surveillance operations of the Casino to safeguard assets. Enforces all Surveillance Policy/Procedures as it applies to the submitted Systems of Internal Controls, and provides for training of all Surveillance staff.

SPECIFIC RESPONSIBILITIES:

1. Enforce Casino Surveillance Policy & Procedures.
2. Develop and conduct training on surveillance and applicable policy/procedure for Surveillance employees.
3. Oversee CCTV/CCVS Systems to ensure all systems are working properly and efficiently and to ensure that all areas of the Casino have necessary video coverage.
4. Develop Surveillance Policy & Procedure, and make revisions as necessary. Report any deviations from procedure to the Gaming Commission.
5. Develop department long and short range goals and objectives.
6. Schedule employees to provide department coverage, review performance and recommend employment actions.
7. Ensure maximum confidentiality of all Surveillance operations and activities.
8. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from an accredited college or university.

EXPERIENCE: Five years experience in law enforcement and surveillance in an administrative or management capacity, which includes, experience working with electronic surveillance equipment and CCTV. Additional related experience may be substituted for the required degree on a year for year basis.

KNOWLEDGE/ABILITY/SKILLS:

Knowledge of video, audio electronics and CCTV/CCVS equipment.

Ability to communicate effectively orally and in writing.

Knowledge of Casino surveillance methods and systems.

Knowledge of Casino activities such as Live Games, Cage/Vault and floor operations.

Ability to develop and present employee training programs.

Ability to work in a restrictive environment for extended periods of time.

Ability to maintain confidentiality.

Ability to effectively direct the work of others.

NECESSARY SPECIAL REQUIREMENTS:

Responsible for compliance with the Casino's Internal Control Policies and Procedures as it relates to the position's stated job description. Employees in the Surveillance Department are under strict guidelines. There is no fraternization with other Casino employees. When an employee leaves their position in the Surveillance Department, they may not return to any job in the Casino for a minimum of one year, unless to return to a Surveillance position. To be eligible for rehire, the employee must have left under favorable conditions and obtain the approval of the Department Director and Chief Executive Officer.

OCCUPATIONAL HAZARD:

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