



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Gaming Manger

Class: Management

Status: Full Time

Supervisor: General Manager

Effective Date: Revised 6-16

Department: (30) Gaming

FLSA: Exempt

Pay Grade: IV

Subordinates: Gaming Employees

Position Summary:

The Gaming Manager is responsible for the general administrative, operational and financial oversight of the casino operations.

Duties and Responsibilities:

- Assist the General Manger with administrative duties.
- Oversee the performance of Shift mangers, Bingo Supervisor, Video and CSR Staff to ensure they meet the requirements of their specific job descriptions and to further ensure they follow the policies and procedures approved by Lucky 7 Casino.
- Maintain communication between all levels of personnel.
- Review decisions made in all disputes to ensure the decisions have been made the best interest of the Casino.
- This position is authorized to request capital expenditure items and negotiate the purchase of gaming equipment and related peripherals.
- Manage and direct Gaming Employees, supervisory and Department Manager levels.
- This position will be maintained on the Jackpot payment account and is authorized to approve casino jackpot payments.

- This position may sign for equipment and services in the absence of the General Manager with prior approval.
- Access to all operational areas of the Casino as outlined in the internal controls sensitive areas.
- No gaming or tip accepting in the facility at any time.
- Counsel, guide and instruct personnel in the proper performance their duties.
- Recommend to General Manager, changes in hiring, promotions, salary changes, demotions and terminations. Approve regular vacations and recommend leaves of absence.
- Perform other special assignments as directed by the General Manager.
- Oversee entire gaming floor, including staffing and customer service.
- Assist in the training and development of Tribal member employees following the Casino's Tribal member preference policies.
- Present information to the Tribal Council as directed by the General Manager.
- Budget accurately for operational, staffing and growth needs, both annually and long term.
- Be responsible for the accountability and integrity of Casino funds and compact protocol.
- Provide a safe, healthy and friendly work environment for employees and guests.
- This description of duties, responsibilities and requirements is a summary, and is not intended to include all that may be assigned or required.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

- Practice effective employment practices in the supervision of all gaming employees under their direction to include hiring, progressive discipline, coaching, training and separations.
- Authorize and implement department policies, procedures and conduct reviews regularly for necessary change or updates.
- Authority over Casino operations in absence of the General Manager.

Minimum Qualifications:

- Position requirements for the position of Gaming Manager includes, a minimum of four years gaming experience on a management of executive management level.
- Position requires proficiency in oral and written communication, customer service and financial analysis.
- The position requires scheduling flexibility, personal integrity, self-motivation, creative thinking and problem solving abilities.
- Must have an outgoing personality.
- Be able to interact effectively with all employees and customers.
- Be able to make decisions based on facts that are impartial and unbiased.
- Experience in developing and maintaining a team environment.
- Time management skills, to manage multiple priorities.
- General knowledge of the casino industry.
- Experience working with personal computers.
- Bachelor's degree from four – year college or university; or two to four years related experience and /or training; or equivalent combination of education and experience.
- Qualified Indian Preference applies.

Language Skills

- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, with the ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

- Must be able to pass extensive background investigation for the issuance, and retention, of a gaming license.

Physical Demands:

- Ability to work weekends, holidays and evening hours as business demands, schedule frequently work hours in excess of standard work week. While performing the duties of this position, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

While performing the duties of this job, the employee is regularly exposed to cigarette smoke. The noise level in the work environment is usually moderate. Moderate noise (examples: business office with computers and printer, light traffic).

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

