



## *Tolowa Dee-ni' Nation/Lucky 7 Casino*



### **Position Description**

**Title:** Security Director

**Class:** Management

**Status:** Full Time

**Supervisor:** General Manager

**Effective Date:** Revised 6-14

**Department:** (32) Security

**FLSA:** Exempt

**Pay Grade:** III

**Subordinates:** Security Department

#### **Position Summary:**

Manage, direct and supervise the operations of the Security Department.

#### ***Essential Duties and Responsibilities:***

- Interviews, hires, train, evaluate and terminate in accordance with Casino Policies, Procedures and applicable laws.
- Determines staffing requirements and establishes or approves shift schedule.
- Establish and administer Security Department Policies and Procedures.
- Will be accountable for the development and imputation of written Casino training procedure manual for the Security Department.
- Administer the overall operation of the Security Department in accordance with Internal Controls, Title 31 and Casino Policies and Procedures.
- Maintain key logs for employee door keys and the employee locker keys.
- Interact with other departments on Security issues.
- Review and check all operating activities to ensure that department control and conduct are in accordance with established policies and procedures.
- Document all incidents; check, review and approve all security reports.
- Keep current list of "undesirables".
- Remove undesirable or hostile customers.
- Coordinate covert activities with law enforcement agencies.
- Assure proper provisions are made for security to cash funds transferred on the floor including Casino assets within the Blackjack and Customer service departments.
- "Fills, credits, voids and open/closures" for Blackjack tables and provide access to sensitive areas.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

**Supervisory Responsibilities:**

- Manages subordinate supervisors and all other employees in the Security Department.
- Responsibilities include but not limited to interviewing, and training employees; planning, assigning, and directing work load so the finest in customer service can be achieved.
- Addressing complaints, resolving day-to-day problems that may occur in the department.
- Authorized to challenge any individual found in non-public areas.
- Authorized to challenge any individual found to be engaged in an illegal act inside or outside of Casino or upon the designated areas of responsibility.
- Authorized to take charge of the Casino in the absence of the Shift Manager and the General Manager.
- Authorized to take charge of the Casino property in the event of an emergency or natural disaster.

**Minimum Qualifications:**

- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified Indian Preference applies.

**Language Skills:**

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

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

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

- Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.
- Must possess and maintain a valid, state-issued driver's license and be eligible for Tribal vehicle insurance.
- Must be able to obtain a CPR/1<sup>st</sup> aid certification.

**Physical Demands:**

While performing the duties of this job, 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 ma occasionally be required to lift/or move up to 100 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish color).
- 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 may be exposed to risk of electrical shock. The employee is frequently exposed to fumes or airborne particles the employee is occasionally exposed to toxic or caustic chemicals. 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:** \_\_\_\_\_