



Vacancy Announcement

- Title:** Security Manager
- Reports To:** General Manager
- Location:** Yreka, CA
- Salary:** Competitive salary and benefits, depending on experience
- Classification:** Full Time, Regular, Exempt, Non-Entry Level
- Summary:** The Security Manager plans, directs, and coordinates activities relating to the protection, safeguarding, and security of the Rain Rock Casino assets, team members, members, owners, and guests. This position provides immediate supervision to direct reports. Oversee and controls the work performance of others in a close working relationship, often in the same room or proximity.

Application Deadline: *Open Until Filled*

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

Title:	Security Manager
Reports to:	General Manager
Location:	Yreka, CA
Salary:	Grade Level 11, depending on experience
Classification:	Full Time, Regular, Exempt, Non-Entry Level

Summary:

The Security Manager plans, directs, and coordinates activities relating to the protection, safeguarding, and security of the Rain Rock Casino assets, team members, members, owners, and guests. This position provides immediate supervision to direct reports. Oversee and controls the work performance of others in a close working relationship, often in the same room or proximity.

Responsibilities:

1. Responsible for ensuring that proper security coverage exists always.
2. Responsible for ensuring the property is guarded against fire, theft, vandalism, and illegal entry.
3. Responsible for knowing and practicing safety, fire, and emergency procedures.
4. Ensures safety/fire inspections are performed.
5. Conducts training and coordination concerning the Rain Rock Casino's policies, procedures, and emergency response plan.
6. Responsible for tracking and investigation internal and external losses and will provide accurate and timely investigative reports to management.
7. Reviews incident reports to ensure that they are completed in a timely manner and written in a clear and concise format.
8. Administers the report's safety committee and will ensure that regularly scheduled meetings are held as well as, the deficiencies are noted and corrected.
9. Responsible for coordinating repairs, maintenance or projects regarding the resort's security or safety equipment with outside vendors or contractors.
10. Responsible to manage departmental budget.
11. Authorizes and plans Security activities and schedules.
12. Reviews, revises and updates security policies or procedures as they become necessary, or as instructed by management.
13. Responsible for responding to member, owner, or guest issues in a timely manner.

14. Ensures availability 24 hours a day in the event of an emergency.
15. Completes all required Rain Rock Casino trainings and compliance courses as assigned.
16. Adheres to Rain Rock Casino trainings and compliance with all policies and procedures.
17. Good public relations skills; professional appearance and demeanor.
18. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
19. Communicate effectively both orally and in writing.
20. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT

1. While performing the duties of this job the Team Member is occasionally exposed to moving mechanical parts.
2. The noise level in the work environment is usually loud.
3. Must be available to work in a smoke-filled environment.
4. Must be able to work all shifts, weekends, holidays & special events as needed.
5. While performing to the duties of this job, the Team Member is frequently required to stand, walk, sit, kneel, use hand to finger, handle or feel, reach with arms, climb or balance, stoop, crouch, or crawl and talk or hear.
6. The Team Member must occasionally lift and or move up to 50 pounds.
7. Specific vision abilities required by this job include but not limited to close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
8. Ability to solve practical problems and dal with a variety of concrete variables in situations where only limited standardization exists.
9. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
10. Ability to read, analyze and interpret general business periodicals, professional journals or governmental regulations.
11. Ability to write reports business correspondence and procedure manuals.
12. Ability to effectively present information and respond to questions from groups or managers, customers and the public.
13. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Requirements:

This position requires the capability to understand and follow both oral and written directions as well as knowledge and usage of correct business English and office practice. Must be able to communicate effectively with others, analyze and resolve problems, maintain effective working relationships, and interact successfully with internal and external customers.

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. Minimum three (3) years of experience in the security field in a gaming industry, with at least two (2) years in a managerial position.
4. OSHA – 30 Hour Occupational Safety and Health Certificate.
5. CPR/AED Certification (Adult, Infant, and Child Rescue).

6. Computer proficiency in Microsoft Word, Excel and Outlook.
7. Ability to interpret and create policies, procedures and manuals.
8. Good customer service skills
9. Good public relations skills; professional appearance and demeanor.
10. Ability to independently analyze, trouble shoot and resolve problems.
11. Must possess reasonable ability to communicate in English.
12. Highly self-motivated and directed.
13. Good verbal and written communications skills.
14. Keen attention to detail.
15. Proven analytical, evaluative, and problem-solving abilities.
16. Ability to effectively prioritize and execute tasks in a high-pressure environment.
17. Extensive experience working in a team-oriented, collaborative environment.
18. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
19. Willing to travel and participate in training as recommended or required.
20. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
21. Must have employment eligibility in the U.S.
22. Must adhere to confidentiality policy.
23. Must successfully pass a drug screening test and criminal background check.
24. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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Council Approved: *(date)*

Original to HR
Copy to Team Member