



## **Vacancy Announcement**

<b>Title:</b>	<b>Director of Gaming Operations</b>
<b>Reports To:</b>	General Manager
<b>Supervises:</b>	Direct Reports
<b>Location:</b>	Yreka, CA
<b>Salary:</b>	\$95,000 – 120,000 annual (DOE)
<b>Classification:</b>	Full Time, Regular, Exempt, Non-Entry Level
<b>Summary:</b>	The Director of Gaming Operations is responsible for overall performance of slot and table games operations and all aspects of player development and host programs. Provide leadership and coordination of Gaming Operations in accordance with Rain Rock Casino's operating procedures.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) 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.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **Position Description**

**Title:** Director of Gaming Operations

**Reports to:** General Manager

**Supervises:** Direct Reports

**Location:** Yreka, CA

**Salary:** \$95,000-120,000

**Classification:** Full-Time, Regular, Exempt, Non-Entry Level

### **Summary:**

The Director of Gaming Operations is responsible for overall performance of slot and table games operations and all aspects of player development and host programs. Provide leadership and coordination of Gaming Operations in accordance with Rain Rock Casino's operating procedures.

### **Responsibilities:**

1. Plans and directs all Slot and Table game operations. Analyzes Slot and Table games performance
2. Directly supervise Managers within the Slots and Table game Department. This includes training, coaching, reinforcing, and developing performance plans.
3. Direct and supervisor all aspects or Guest relations through casino player club, host program and player development.
4. In conjunction with marketing department, develops player development and retention programs to meet Rain Rock Casino goals.
5. Develop, implement, review, and analyze all gaming related policies and procedures in accordance with Rain Rock Casino and ICMPs, as well as internal casino asset protection requirements.
6. Develop, implement, review, and analyze all Gaming programs in compliance with safety and employment laws.
7. Control costs in labor and other expenses by reviewing budgets and P&L statements. Manages and controls the Gaming budgets. Takes actions, as necessary, to achieve a profit or to manage operations within budgetary requirements.
8. Keep current with new games, new equipment, and new procedures that would enhance the operation.
9. Attends and participates in casino departmental management meetings and provides clarification and guidance regarding various Gaming issues, goals and objectives.

10. Communicates and maintains performance standards for interaction with customers and manages staff to anticipate, reduce, or eliminate complaints from customers.
11. Ensures employees maintain a clean and safe work environment and complies with safety procedures, including use of required safety equipment.
12. Ensures employees follow security policies and procedures and reports all potential violations. Performs duties in compliance with Rain Rock Casino ICMPs.
13. Participates in the annual budget process, monthly financial statement review and internal control updates. Responsible for corresponding with senior management regarding financial decisions, issues and solutions.
14. Proactively identifies and troubleshoot slot performance problems, to ensure the operational effectiveness of the property, maximize profitability, and ensure proper controls throughout the company and takes corrective action when needed.
15. Counsels, guides and instructs direct reports in the proper performance of their duties for all areas of responsibility; plans growth opportunities for those employees who display the necessary skills, motivation and attitude to progress.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **Requirements:**

1. Five (5) years of experience as head of Gaming operations department and ten (10) years in a gaming leadership role, required.
2. Strong knowledge and execution of slot marketing, promotions, player development/retention.
3. Strong knowledge and implementation of all Gaming regulations.
4. Experience with several Marketing and slot accounting required.
5. Documented experience in written communications with verifiable skills in English, spelling, punctuation, writing, and composition; Excellent report writing skills required
6. Proficient in all systems associated with operating gaming operations required
7. Must have willingness and ability to work in an environment to which the employee is exposed to loud noise levels
8. Willing and able to work odd or irregular hours including nights, weekends, and holidays
9. Willing to travel and participate in training as recommended or required, must possess a valid drivers' license, good driving record and be insurable by the RRC's insurance carrier.
10. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position
11. Must have willingness and ability to work in a smoke/secondary smoke environment.
12. Must adhere to confidentiality policy
13. Must successfully pass a drug screening test and criminal background check

**Tribal Preference Policy:** In accordance with TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring

**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.

**Additional Information:**

All applicants must be able to demonstrate their US work authorization during the employment verification process.

Benefits Include:

Comprehensive Benefits Package

Medical

Dental/Vision

Retirement Fund

PTO, Holidays, Vacation

Relocation Package can be provided.

**Council Approved: August 10, 2017**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_