



100 KAWI PLACE, WILLITS, CA

PHONE: 707 459-7330

POSITION: General Manager

LOCATION: Sherwood Valley Rancheria Casino

SALARY: D.O.E

SCOPE OF WORK: Directs and coordinates the administration and activities of the tribe's gaming enterprises under the guidelines provided by the Sherwood Valley Band of Pomo Indians Gaming Ordinance and Tribal Council. This position directly supervises the Tribe's Gaming activities and is responsible for providing updates to the gaming business.

DUTIES AND RESPONSIBILITIES

1. Plan, develop and implement policies and procedures and ensure effective operation of all gaming activities.
2. Direct and supervise the administration and activities of the gaming enterprise. Plan, develop, implement and enforce policies and procedures to ensure effective operation of all gaming activities.
3. Develop and maintain a business flow for gaming activities.
4. Supervise and work with all related departments to maintain profitable annual operating reports for gaming activities.
5. As necessary, implement sales, promotions, marketing, and advertising for all gaming activities.
6. Maintain current knowledge of Gaming across the country and keep abreast of market changes, by attending all necessary conventions, trade shows, seminars, etc.
7. Review profit and loss statements along with other financial reports to aid in the preparation of reports to be submitted to the Tribal Council.
8. Enforce compliance of Team Members with established security, and other departmental procedures and practices.
9. Supervise all gaming operation supervisors and gaming activities.
10. Coordinate gaming planning in conjunction with overall Tribal efforts to establish long range goals and short-range strategies to meet goals and objectives for Tribal activities.
11. Maintain continuing direct communication with the Tribal Council within executive session as necessary along with written and oral reports on gaming related problems, plan and general business.
12. Work with Tribal Council on all expansion plans and investigations.

QUALIFICATIONS AND REQUIREMENTS

1. A bachelor's degree in business, Administration, or Management field plus two (2) years of directly related work. A master's degree is preferred with minimum of six (6) years combination of post-secondary education and experience in the management fields and gaming fields desired.
2. Demonstrated capability, initiative, self-motivation, communication skills and ability to operate in a "team approach" environment.
3. Must have a working knowledge of gaming operations and documented work experience that illustrates the applicant's ability to review, evaluated and recommended changes in management policies, operating systems, sales and plan development.
4. Must be able to effectively represent the gaming enterprise in public and must be experienced in communicating with computer, accounting and management professionals and tribal governing body.
5. Must meet requirements to qualify for a Sherwood Valley Gaming License. Must pass an extensive background security check. Can have no felony convictions and no serious misdemeanor convictions.
6. Must possess the ability to interact with the public, team members, tribal enterprises, county and state agencies demonstrating respect, tact, courtesy, objectivity and maturity to develop an effective and cooperative working relationship. Must be able to effectively represent the casino operation in and with the public.
7. Three (3) letters of reference as to the applicant's ability to carry out the duties of the position.
8. Ability to assign responsibilities and coordinate activities to meet objectives in an efficient and timely manner.
9. Ability to inform and communicate orally and in writing in diverse and challenging situations in order to address problems and relate established goals and objectives.

If none of the applicants should meet the stated qualifications, applicants whose education and experience are less than the stated requirements may be interviewed and hired provided the applicant hired submits a formal written training plan within thirty (30) days which can be completed within a reasonable time agreed upon by the supervisor and the applicant. Applicants who are hired and fail to meet the agreed upon formal training program will be discharged upon failure to complete the specified training as scheduled.

A drug test will be required prior to employment and periodically thereafter.

Work environment:

In the entertainment industry one may be subject to a work environment containing excessive **noise, smoke, and stress.**

Indian Preference:

IN ACCORDANCE WITH TITLE VII OF THE 1964 CIVIL RIGHTS ACT, SECTION 701 (b) AND 703 (I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.

: