



HUMAN RESOURCES

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez  
Tribal Chairperson

Mickey Gemmill Jr.  
Tribal Vice Chairman

Tracy Eleck  
Tribal Secretary

Brandy McDaniels  
Tribal Treasurer

Lawrence Cantrell  
Sergeant-At-Arms

Jolee George  
Recording Secretary

### POSITION DESCRIPTION



### RECRUITMENT ANNOUNCEMENT

**POSITION:** Pit River Casino General Manager  
**REPORTS TO:** Pit River Tribal Council  
**SALARY:** Dependent Upon Qualifications  
 Salary or Bonuses increase dependent upon on Revenue and Profitability Milestones  
**CLASSIFICATION:** Management, Exempt, Salaried, At-Will, Full-Time  
**SECURITY CLEARANCE:** High

**BENEFITS:** Eligible to receive, upon satisfactory completion of the Trial Employment Period (90-days), the current array of health and other benefits including: Medical, Dental, Vision and Life insurance. *(subject to change)* Supplemental benefits such as Cancer and Accident policies available for employee purchase. Additional benefits include: company paid holidays, personal leave, accrued vacation and bereavement leave.

**INTRODUCTION** The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California. The Tribe has a Government Tribal Administration, Casino, KWAHN Economic Development, Pit River Health Services 501C3 and a Housing organization. Under the general direction of the Pit River Tribal Council Casino, the General Manager manages all administrative and programmatic operations of Pit River Casino and the management staff. The General Manager provides leadership to the Casino staff to ensure profitability and expansion of the venture and is responsible for the development of new revenue sources for the Casino including expansion of the Casino 2020 and overseeing the construction of an adjacent Hotel in 2020.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Develop and implement operational policies and procedures based on general policies and mandates adopted/issued by the Pit River Tribal Council

2. Manage all administrative functions and activities including but not limited to: personnel, procurement, finance, records and property management systems, ensuring compliance with Tribal, Federal, State, and Gaming Commission requirements.
3. Develop and manage, in coordination with the Casino Finance Director and Tribal CFO, the approved annual budgets for Casino program operations.
4. Manage the preparation, on-going evaluation and updating of long-range comprehensive program plans including Casino expansion
5. Assist in the preparation, negotiation, implementation, and monitoring on a timely basis, contracts and cooperative agreements that will enable the Casino to achieve the goals and objectives set by the Tribal Council
6. Works with the Human Resources Director and HR staff in recruiting, selecting, securing gaming licenses and onboarding Casino employees. Responsible for the authorization for all newly hired personnel, including the skills assessment and training of casino personnel.
8. Exercise full range of supervisory duties for all department managers, defining and delegating responsibilities and authorities as appropriate and as defined by the Tribe's Policies and Procedures. Ensuring all functions and activities are completed, issue reprimands, and complete timely evaluations for all Casino employees.
9. Maintain a close working relationship with the Pit River Tribal Council and the Pit River Tribes Gaming Regulatory Commission to ensure legal and ethical compliance as well as the profitability and integrity of the Casino and to protect the Casino's assets.
10. Provide comprehensive, accurate and clear monthly financial and department status reports to the Tribal Council and coordinate the satisfactory completion of financial and performance audits of the Casino.

**SPECIFIC RESPONSIBILITIES INCLUDE:**

- Responsible for establishing, implementing and maintaining written policies, procedures, regulations, controls, rates and methods for all aspects of Casino operations including slots, table games, and bingo operations
- Responsible for all casino department heads and operation of departments to ensure compliance with all applicable laws, regulations, orders, rules and statutes, including Tribal ordinances and resolutions, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), Tribal – State compact, other applicable laws and ordinances
- Responsible for purchasing, storage, inventory and maintenance of all gaming supplies and equipment
- Responsible for planning and directing marketing, advertising, promotions and public relations
- Responsible for security of Casino employees, patrons and general public
- Responsible for space planning requirements, floor plan design and expansion
- Responsible for development and implementation of internal control standards and personnel policies
- Responsible for working collaboratively with the Human Resources Director in recruiting, hiring, training, supervising and discharging employees
- Responsible for facilities maintenance, upgrades and improvements
- Responsible for maximizing Casino revenue
- Responsible for maintaining professional standards of operation
- Responsible for assuring the safety and security of persons and assets
- Responsible for maintaining the security and confidentiality of Casino's financial information
- Responsible for developing and maintaining cooperative working relationships with the Tribe, Tribal, Federal and State Gaming regulatory agencies, agents and Casino employees

## **QUALIFICATIONS, EXPERIENCE AND EDUCATION**

- ✚ Applicants must be at least twenty-one (21) years of age. REQUIRED
- ✚ A Bachelor's Degree from a four-year college or university. Sealed Official Transcripts must be submitted. REQUIRED. Major in business management, tribal government, or related field. PREFERRED. Sealed Official Transcripts or copy of Official Diploma must be submitted.
- ✚ A Graduate degree in Finance, Public Administration, Business Administration, Tribal Management, Law, or concentrations in similar fields of study. PREFERRED. Sealed Official Transcripts or copy of Official Diploma must be submitted.
- ✚ Five (5) years of demonstrated Casino Gaming Management and Hands-On Casino Gaming experience, with well-rounded knowledge of all aspects of Casino operations, including non-gaming components. REQUIRED
- ✚ Minimum of Two (2) years Indian Gaming experience. REQUIRED Five (5) years or more of Indian Gaming experience. PREFERRED
- ✚ Must be computer and software literate, especially MS Office Software. REQUIRED
- ✚ Must not have been convicted of a felony. REQUIRED
- ✚ Demonstrated knowledge and understanding of Indian Gaming Laws and Regulations, State Compacts, and Federal Gaming Regulatory controls. REQUIRED
- ✚ Must submit to and pass an Alcohol/Drug Screen. REQUIRED
- ✚ Must be bondable. REQUIRED
- ✚ Must be Licensable by the Pit River Regulatory Gaming Commission. REQUIRED
- ✚ Five (5) references that document the applicant's comprehension, knowledge, skills, and understanding of Casino Management and Indian Gaming Laws and Regulations. REQUIRED
- ✚ Strong written and oral communications skills. REQUIRED.
- ✚ Native American Candidate Preference will apply.
- ✚ Knowledge of all Casino Games and the requirements to operate and keep in compliance the operation of Casino games
- ✚ Business acumen and financial management capability
- ✚ Highly effective communicator, motivator with excellent customer service skills
- ✚ Must have or be able to obtain a valid California Driver's License
- ✚ Must embrace and lead with a high level of ethics and leadership

## **ADDITIONAL DUTIES**

- Adhere to Casino standards of excellence in guest service and confidentiality.
- Manage and resolve guest problems or complaints directly and with referrals to appropriate supervisors.
- Report and document any observed or known safety hazard, conditions or unsafe practices and procedures.
- Perform other job-related duties as directed by Tribal Council

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Professional knowledge of management concepts, principles and practices, and practices applicable to the full range of duties and administrative activities concerned with the management of a Casino. This includes, but is not limited to compliance with all laws, enforcement of safety and security requirements and personnel, finance, property, and records management systems.
- Ability to make management decisions requiring independent judgment and to identify and refer other issues to the proper authorities.

- Ability to communicate clearly with staff, Tribal, Federal, State and local government officials and the general public, both orally and in writing.
- Maintain strict confidentiality.
- Knowledge of formulating policy, program development, staff direction, supervision training, and development of organizational plans, and the effective accomplishment of set goals.
- Ability to communicate effectively to establish cooperative linkages among staff; to help resolve interpersonal and interdepartmental misunderstandings.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

## **SUPERVISORY CONTROLS**

The Pit River Tribal Council outlines overall objectives in accordance with policy and identifies limitations such as those imposed by budgeting, special areas of sensitivity, and other constraints. The General Manager independently selects techniques, methods, and procedures for accomplishing assignments while keeping the Tribal Council informed of key developments. Issues of concern may involve controversial and/or sensitive social, political, environmental, or social problems. The General Manager's analyses, recommendations, and suggestions are relied on as technically correct. Work is reviewed for agreement with overall policies and regulations and attainment of Casino targets and objectives.

**Native Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage. Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

**This is a professional recruitment so please fill out a PRT Casino General application which can be downloaded from PRT Employment page, include detailed resume, cover letter outlining while you feel you can lead the Pit River Casino forward during expansion. Please also include three professional letters of references and or list five references that the HR Director may contact to check your employment history and professional accomplishments.**

### **Submit all application documents to:**

**Elizabeth Asahi Sato, Human Resources Director**

Pit River Tribal Administration, Pit River Casino and Pit River KWAHN Economic Development

Pit River Tribe Human Resources Department

36970 Park Avenue

Burney, California 96013

(530)335-5421 ext.1208

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<http://pitrivertribe.org/>

**Posted: 7-1-2019**

**Deadline: 7-31-2019**

