



JOB DESCRIPTION

GAMING MANAGER

Department:		Reporting Department:	Gaming
Home Department:	120150	Reports to:	Executive Vice President/General Manager
Job Code:	3118		
Pay Grade:	E-9		
EEO-1 Code:		Date:	April 1, 2008

SUMMARY:

Responsible for the successful overall direction, administration and coordination of all activities of the Gaming Department at the property in accordance with the mission and objectives of the Enterprise and all established policies, procedures and controls of the Enterprise. Ensures that a maximum level of guest service and satisfaction is achieved and maintained by the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintains general management of all gaming operations.
- Maintains strong working knowledge of local jurisdiction gaming laws (federal, state, compact, etc.) and attendant regulations, as well as the casino's internal controls, policies and procedures.
- Ensures optimal operational efficiency with continual contact and walk through observation of all areas of responsibility.
- Regularly reviews and evaluates departmental performance.
- Oversees the coordination of slot machine moves and changes with Gaming Commission approval and oversight. Implements and manages an effective gaming plan for the property, working with the General Manager to determine current and future objectives.
- Coordinates the development of gaming operating budgets with the General Manager and ensures that operations are maintained within budgetary constraints.
- Reviews analyses of activities, costs, operations and forecast data, to determine departmental progress toward stated goals and objectives.
- Administers all programs, policies and procedures for the Gaming Department.
- Ensures compliance with all appropriate Tribal, federal, state, and local laws and regulations, as applicable.
- Provides for the fair and equitable treatment of all gaming employees.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Promotes the following within the department and among all employees:

- Creates an atmosphere of fun for all casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.

- Instills an atmosphere that encourages employees to share ideas, discuss concerns and resolve conflicts.
- Retains employee through involvement in employee training and development.
- Explains why we do things, in advance of doing them.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Gaming Supervisors and indirectly supervises all gaming employees.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or G.E.D. required. Five to seven years Gaming Management experience required, including complete knowledge of all gaming policies and procedures. Knowledge of state gaming regulations essential.

SPECIAL QUALIFICATIONS:

Strong organizational and communication skills required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms, and talk or hear. The employee frequently is required to stand, and walk. The employee is occasionally required to sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud on the gaming floor.