



## **Vacancy Announcement**

**Title:** General Manager

**Reports To:** Karuk Tribal Council or Designee

**Location:** Yreka, CA

**Salary:** Depending on Experience

**Summary:** The General Manager provides direction, planning and leadership to the overall operation of and accountability for the performance of all Rain Rock Casino functions. Responsible for assuring that decisions made throughout the property are aligned with customer service and property profitability objectives, both short and long term. He/she will report directly to the Karuk Tribal Council or their designated entity. Oversees the Executive Team in the performance of their functions, ensuring cooperative and goal-oriented performance of the entire organization. Develops and administers annual operating budget, utilizing information and analyses provided by individual department heads. Plans, develops and/or approves Casino operating philosophy, including changes in gaming or marketing strategy, Casino configuration and facility design. Strictly adheres to the Karuk Tribal Gaming Ordinance and Tribal, State & Federal Gaming Regulations.

**Classification:** Full Time, Regular, Exempt

## **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**

<b>Title:</b>	<b>General Manager</b>
<b>Reports To:</b>	Karuk Tribal Council or designee
<b>Location:</b>	Yreka, CA
<b>Salary:</b>	Depending on Experience
<b>Classification:</b>	Regular, Full-time, Exempt

**Summary:** The General Manager provides direction, planning and leadership to the overall operation of and accountability for the performance of all Rain Rock Casino functions. Responsible for assuring that decisions made throughout the property are aligned with customer service and property profitability objectives, both short and long term. He/she will report directly to the Karuk Tribal Council or their designated entity. Oversees the Executive Team in the performance of their functions, ensuring cooperative and goal-oriented performance of the entire organization. Develops and administers annual operating budget, utilizing information and analyses provided by individual department heads. Plans, develops and/or approves Casino operating philosophy, including changes in gaming or marketing strategy, Casino configuration and facility design. Strictly adheres to the Karuk Tribal Gaming Ordinance and Tribal, State & Federal Gaming Regulations.

### **Responsibilities:**

1. Develop the annual budget for the property and submitting to the Tribal Council or their designated entity for approval. Responsible for achieving all goals set within the approved budget and assuring that financial objectives are met including EBIDA, WPU, Profit Margins, Labor and Food Cost
2. Shall submit a prioritized capital outlay budget with justification for approval by the Tribal Council or designated entity.
3. Shall meet regularly with the Tribal Council or their designated entity to review financials that include statistical data, departmental budgets and gaming trends. Through evaluation of this data he/she will make proactive suggestions to the Tribal Council or their designated entity on altering business operations for improved performance as necessary.
4. Shall oversee the daily operations of the entire operation which includes approximately 300 Team Members, bar, restaurant, 8 tables and 349 slots.
5. Shall monitor gaming rules, laws and trends nationally to ensure policies/procedures and internal controls are current and are followed. Meets regularly with the Gaming Commission.
6. Shall establish and carry out necessary controls and communications to meet high standards pertaining to Team Member morale, attitude, appearance, friendliness and courtesy.
7. Shall approve purchases of materials and supplies, special expenditures, expense accounts, local donations and sign contracts within the limits of authority.
8. Shall conduct quarterly meetings with Tribal Council or their designated entity or as frequently as deemed by the Owner.

9. Shall represent Rain Rock Casino externally to the business community and political leaders while establishing and maintaining favorable relationships with guests, civic, government, industry and similar organizations or individuals to promote and foster goodwill.
10. Shall develop and direct the improvement of the departmental operations through the continuous assessment and adjustment of strategies, plans, procedures and the work process.
11. Shall establish business objectives for the property and communicating these objectives to the operation team. Shall help subordinates formulate plans to meet objectives and create accountability and responsibility for meeting their objectives.
12. Shall report to the Karuk Tribal Council or designated entity regarding the fulfillment of goals of Tribal development including the plans for training and promoting qualified Tribal Members and/or Team Members up to and including all Executive positions.
13. Shall participate and have knowledge of National Indian Gaming Commission (NIGC), National Indian Gaming Association (NIGA) and California Nations Indian Gaming Association (CNIGA).
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Prior experience in the Pre/Post opening phases of a Greenfield Casino operation.
3. Accurate and detail oriented, highly organized and ability to adapt quickly to changing priorities.
4. Strong computer skills, project management skills, excellent problem solving skills, leadership skills, advanced strategic planning skills, strong conflict resolutions and negotiations skills.
5. Experience in expansion/construction preferred.
6. Strong understanding and knowledge of casino accounting, finance and strong knowledge of casino games, including rules and procedures, game protection, game mix, and theoretical expectations
7. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
8. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

9. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Bachelor's Degree in Related Field AND five (5) years' experience in a Senior Executive Management position leading a casino gaming operation with 300 or more gaming devices and 200 or more gaming team members.
  - OR Four (4) years' experience in an Operational Gaming Director level position AND six(6) years' Senior Executive Management experience leading a casino gaming operation with 300 or more gaming devices and 200 or more gaming team members.
2. Valid state-issued operation driver's license.
3. Willing and able to travel and participate in training as recommended or required.
4. Willing and able to work in a smoke/secondary smoke environment.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
6. Must meet requirements to qualify for a Karuk Gaming Key Licensing and pass an extensive background security check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe 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:**

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

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