

 <p style="text-align: center;">Job Description</p>	<p>General Manager</p> <p>Page 1 of 2</p>
<p>DEPARTMENT: Administration</p>	<p>REPORTS TO: Tribal Chairman</p>

Summary

Responsible for the successful overall direction, administration, and coordination of all activities of Garcia River Casino, in accordance with the policies and objectives established by the Company, with the ultimate objective of providing the maximum profit and return on investment. Is ultimately accountable for the business and financial results, guest and employee safety, guest satisfaction, and the growth and success of the organization.

Principal Activities & Responsibilities

- ❖ Creates, develops and implements an effective strategy for the organization, setting objectives for future growth and financial success.
- ❖ Directly supervises key members of the organization. Indirectly supervises the activities of all employees who work for the organization.
- ❖ Ensures the quality of management operations in all areas of the organization.
- ❖ Establishes performance and profit objectives for short term and long-term goals.
- ❖ Carries out management and supervisory responsibilities in accordance with the organization's policies and applicable laws and gaming regulations.
- ❖ Maintains appropriate staffing levels by interviewing, selecting, training, scheduling, evaluating, promoting, disciplining, and providing leadership, as needed.
- ❖ Decides final outcome of all recommendations and suggestions to hire, transfer, suspend, lay off, recall, evaluate, promote, discharge, assign, reward, or discipline any employee of the Company.
- ❖ Regularly reviews and evaluates departmental performance, working with department heads to take appropriate steps necessary to ensure a cohesive, results-oriented, teamwork environment.
- ❖ Delegates responsibility and authority and assigns accountability to the appropriate department heads with regard to various aspects of company operations and makes appropriate adjustments to ensure satisfactory results and business conditions.
- ❖ Ensures a maximum level of guest service and satisfaction throughout the casino operation.
- ❖ Facilitates the flow of information throughout the organization and develops effective procedures and controls by organizing and presiding over scheduled meetings.
- ❖ Is responsible for the organization's adherence to applicable regulations, internal controls, gaming regulations, and departmental policies and procedures.
- ❖ Is held accountable to the highest degree for accuracy and thoroughness of organization records and reports.
- ❖ Oversees the planning and coordination of year-end reconciliations, preparation of the annual balance sheet, coordination of annual audits, and financial reporting per the requirements of organization policies and procedures, and the gaming compact.

Level of Authority & Restrictions

Exercises independent authority and decision-making authority, and performs management and supervisory duties and responsibilities in accordance with organization policies and procedures, established minimum internal control standards (MICS), and with direction and delegated authority from the Tribal Chairman.



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Physical & Mental Demands

- ❖ Must be able to multi-task.
- ❖ Must be able to walk and stand for long periods of time.
- ❖ Must be able to move up to 25 pounds.

Working Conditions & Environment

- ❖ Must be able to work in smoking and non-smoking environments.
- ❖ Must be able to work all shifts, weekends, holidays & special events as needed.

Minimum Job Requirements

- ❖ Must be at least 21 years of age.
- ❖ Preferably College Degree in Business, Accounting, Economics or Finance preferred. Or combination of education and relevant experience.
- ❖ Ten years of experience in the gaming industry is required, with a minimum of five years management experience at the executive level is required.
- ❖ Must be proficient with Microsoft Word and Excel.
- ❖ Excellent communication skills and effective public speaking skills.
- ❖ Possess good organizational, planning, problem solving, and critical thinking skills.
- ❖ Must be able to demonstrate a thorough knowledge of the Minimum Internal Control Standards for casino operations and accountability.
- ❖ Must possess reasonable ability to communicate in English.
- ❖ This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
- ❖ Must have employment eligibility in the U.S.
- ❖ Must receive and maintain a valid Class A gaming license from the Tribal Gaming Commission.

Indian Preference

It is the policy of the Tribe to grant Indian Preference in hiring, promotion, and retention, all subject to meeting or being capable of meeting minimum job and educational qualifications, while living on or near a reservation, in accordance with Title VII, Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975.