

**Yurok Tribe  
Hotel & Casino General Manager**

Job Title:	<b>GENERAL MANAGER HOTEL/CASINO</b>		
Department	<b>Gaming</b>	Location	<b>KLAMATH</b>
Reports To:	<b>YUROK TRIBAL COUNCIL</b>	<b>Exempt</b>	
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>DOQ</b>		

**POSITION SUMMARY:**

The General Manager will have expertise in all facets of Hotel and Casino Operations including goal setting for all departments and financial analysis. The General Manager will oversee the daily operations, develop and initiate controls and procedures, and evaluate the results of the property operations.

**DUTIES AND RESPONSIBILITIES:**

- Develop and implement policies, procedures and internal control standards
- Develop staffing plans and operational budgets
- Ensure compliance with the Tribal State Gaming Compact, Internal Controls, NIGC Regulations and policies & procedures
- Develop and administer the facility's strategic business plan(s)
- Responsible for overall operation of the Casino and Hotel and all director level management and their subordinates
- Develop and implement a mentor and training program for staff development
- Plan, coordinate and control the daily operation of the organization by developing a successful team of directors and department managers
- Assume responsibility for profits and losses of all departments' procedures to achieve profit and volume objectives
- Supervise the coordination and development of statistical data such as departmental budgets and gaming trends analyses and develops a database integrated with industry standard ratios and financial statements
- Conduct vendor negotiations and vendor performance analysis and review
- Develop and implement marketing plans, promotions, and strategies to optimize profit and market share.
- Develop departmental policies, procedures, controls and directives to affect efficiencies for the attainment of Tribal objectives and goals while safeguarding all assets relative to the facility's operation
- Prepare periodic reports to/for management as necessary or requested by the Tribal management entity or the Tribal Gaming Commission (TGC) as appropriate
- Act as the principle spokesperson for the facility
- Assure positive employee relations and maximum guest service satisfaction
- Create and maintain a safe working environment for all employees as well as the facility patrons

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- Will comply with and complete all Holiday Inn franchise agreement requirements and maintain franchise standards and regulations
- Will complete all necessary training required by the Holiday Inn franchise agreement
- Perform other duties as required

**POSITION QUALIFICATIONS:**

- Bachelor Degree from an accredited educational institution, and at least eight years of senior management experience in a gaming and hospitality enterprise with 100 employees or more, having served at least three years in a tribal organization.
- Experience preparing policies and procedures, complex reports, correspondence, charts, forms, handbooks, and written correspondence.
- Knowledge of principles and practices of general business administration including personnel practices and employment laws, program budgeting, general accounting principles, financial analysis, and fiscal management practices.
  - Must have a strong understanding of financial report preparation, detailed examination of profit and loss statements, and ability to create detailed reports on expenditures and funding
  - Demonstrated knowledge of vendor negotiations and vendor and contract analysis and review
  - Must have knowledge and strong understanding of minimum internal controls standards as established by the National Indian Gaming Commission
  - Must have basic knowledge related to human relations practices and dealing with personnel on a daily basis
  - Understanding of, and the ability to implement, a mentor system and the ability to motivate and manage people, demonstrated ethical leadership and professionalism, and extensive experience in organizational planning and development
  - Ability to travel and available to work weekends, holidays and extended hours

**CONDITIONS OF EMPLOYMENT:**

- All applicants must pass a pre-employment drug/alcohol test.
- When necessary must be able to lift 40 pounds.
- Must pass an extensive background investigation for the issuance, and retention of a gaming license.
- Must have clear vision at twenty (20) inches or less; ability to identify and distinguish colors; depth perception (three-dimensional vision, ability to judge distances and spatial relationships); ability to focus (ability to adjust the eye to bring an object into sharp focus).
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.