



# WIN-RIVER RESORT & CASINO

## JOB DESCRIPTION

<b>JOB TITLE:</b>	General Manager
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Tribal Council
<b>SALARY:</b>	Grade 45
<b>CLASSIFICATION:</b>	Exempt
<b>SUPERVISES:</b>	All Resort & Casino team members
<b>JOB SUMMARY:</b>	<p>This position is the top ranking officer in the organization that plans, develops, and establishes policies and objectives to attain profit goals established in the annual strategic planning process. Leader of Organizational Development Team. Develops organizational policies and establishes responsibilities of executive and management team for attaining objectives. Reviews activity reports and financial statements to determine status in attaining objectives and revises objectives and plans in accordance with current conditions. Represents the organization on Tribal and Community Boards. Plans and develops public relations policies designed to improve and maintain the Casino's image and relations with customers and the community. Evaluates performance of executives for contributions in attaining goals and objectives.</p>

**THIS POSITION IS CLASSIFIED AS A REDDING RANCHERIA TRIBAL KEY EMPLOYEE**

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Provides overall direction and control of the Enterprise's business affairs
2. Determines the organization leadership and operational structure necessary to conduct business with maximum efficiency within annual budget
3. Responsible to delegate authority and responsibility and evaluate the accountability for such delegations
4. Directs appropriate use of the assets and resources in accordance with policies and budget authorities
5. Directs fund expenditures. negotiates and executes contracts and agreements in accordance with policies and budget authorities
6. Responsible for annual budget preparation, completion and approval process
7. Establish and implement Minimum Internal Control Standards as outlined by NIGC

8. Responsible for all planning activities of the Resort & Casino with the objective of maximizing profitability and efficiency of operation while considering the long term interests of the Redding Rancheria
9. Establishes current and long-range objectives, procedures and policies subject to the approval of a governing body as applicable
10. Responsible for establishing internal and external audits and reviews per the Tribal policy
11. Responsible for selecting insurers and agents to provide adequate fire, liability and any other applicable risk protection
12. Responsible for providing comprehensive records and reports of financial status monthly, annually and as requested by Tribal Council
13. Responsible to set forth uniform policies to provide for a quality work force, ensure protection of team member rights, set forth the expectations of team members and managers in the conduct of all team member relations matters
14. Responsible for providing procedures for carrying out disciplinary actions with regard to team members who violate policies or procedures or who fail to carry out their assigned tasks
15. Responsible for establishing a dispute resolution procedure for team members and guests
16. Responsible for maintaining the highest level of professionalism for the entire management staff and team members
17. Responsible for establishing and implementing training and performance evaluation programs for all personnel, as well as, conducting individual performance evaluation for specific management positions
18. Responsible for monthly management meetings
19. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
20. Other duties as assigned or needed by Tribal Council

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### **EDUCATION REQUIREMENTS**

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- This position requires a minimum of at least three (3) years of experience and/or education in the management field

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### **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- Must be 21 years of age or older. Redding Rancheria tribal members must be 18 years of age or older

- This person must have a minimum of three (3) years of experience in the Gaming Industry and thorough knowledge of Indian Gaming regulations
- This person must possess a basic understanding of accounting principles and Human Resources

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### **PHYSICAL REQUIREMENTS**

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The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Frequently sits
- Occasionally stands, walks, bends/stoops, climbs, and reaches above/below shoulder level
- Occasionally lifts/carries up to twenty five (25) pounds is required
- Occasionally pushes/pulls up to twenty five (25) pounds is required

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### **WORKING CONDITIONS**

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The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

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### **OTHER INFORMATION**

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- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

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