



JOB DESCRIPTION

Position Title: General Manager
Department: Administration
Salary: DOQ
Posting Dates: **Until Filled**

Position Summary: Incumbent is responsible for the overall operations of the Spirit Lake Casino & Resort.

Major Duties and Responsibilities: *A complete listing of job duties and responsibilities is available in the Human Resources Department.*

- Establishes long-term strategic plans, goals and objectives for the Spirit Lake Casino & Resort.
- Directs department heads in the successful operation and administration of all operating departments.
- Establish marketing plans and campaigns designed to increase customers and revenues.
- Provide for the proper financial planning, internal controls and financial reporting of the casino/resort activities.
- Responsible for allocation of casino/resort resources.
- Assure high standards of customer service for the casino.
- Provide for the proper hiring, training and development of all employees.
- Provide for the safety and security of all customers and employees.
- Insures adequate levels of profitability, payment of EDF funds, and proper reserve to address emergencies.
- Responsible for insuring the casino in compliance with the Compact and all applicable gaming laws and regulations.
- Other duties as may be assigned.

Job Requirements:

- College degree in business, finance or related field and substantial and verifiable experience in gaming business management; preference may be given to candidates with executive level management experience in the Native American gaming industry.
- Highly skilled in areas of leadership and decision-making.
- Excellent customer service, communication and people skills.
- Must be able to pass background investigation.

This is a full-time, exempt position with full benefits. Native American preference applies.