

# **LOWER BRULE SIOUX TRIBE JOB ANNOUNCEMENT**

**JOB TITLE:** General Manager (Golden Buffalo Casino)

**JOB CLASS:** DOE

**JOB SUMMARY:** Under the direction of the Tribal Council, the General Manager is responsible for the overall operation of, and accountability for, the performance of all Golden Buffalo Casino and Hotel operations.

## **ILLUSTRATIVE DUTIES & RESPONSIBILITIES:**

- Ensure policies and procedures are followed to achieve profit objectives, by assuming responsibility for business operations and profitability.
- Possess strong gaming and operations analytical skills.
- Monitor gaming rules, laws and trends nationally to ensure policies, procedures and internal controls are adhered to.
- Approve purchases of materials and supplies.
- Approve special expenditures, expense accounts, local donations and sign contracts, within the limits of authority.
- Conduct meetings with Tribal Council and department heads.
- Ensure compliance with Standard Operating Procedures, MICS, and requirements of the South Dakota Gaming Compact and Gaming Commission.
- Represent the business externally, to business, community and political leaders.
- Ensure that all departments have competent personnel, who are delegated authority, are compensated commensurate with ability and responsibility, and are continually being developed for greater achievements.
- Authority to manage the Division Management, to ensure adherence to established policies and procedures, internal controls, Tribal and Federal laws and regulations.

## **QUALIFICATIONS REQUIREMENTS:**

- Four (4) year degree in Business Administration is preferred, or seven (7) years of Executive Gaming Management experience; or comparable education/work experience.
- Proven Executive Gaming Management experience, including a thorough knowledge of Hospitality, Marketing, Gaming and Regulations specifically applicable to Tribal Gaming.
- Highly organized, and ability to adapt quickly to changing priorities.
- Strong computer skills, including Gaming Systems and Microsoft Office (Word, Excel and Outlook).
- Strong project management skills, including excellent written, verbal, and interpersonal communication skills.

- Ability to develop and implement standard operating procedures, business plans, and develop, manage and meet or exceed property goals.

**COMPENSATION:**

- Salary is commensurate with experience.
- 401K Plan.
- Medical, dental and vision coverage.
- Short and long term disability insurance.
- Life insurance.
- Paid personal days and paid holidays.

**TO APPLY**, submit LBST application/resume to:

**LOWER BRULE SIOUX TRIBE  
Human Resources Office  
187 Oyate Circle  
Lower Brule, SD 57548**

**OPENING DATE:** 01/31/2023

**CLOSING DATE:** Open until filled