



## Menominee Casino Resort

### 2nd Posting

**Position** General Manager

**Job Status** Full-Time

**Minimum Age** 21

**Wage** NEGOTIABLE

**Date Posted** Wednesday, December 11, 2019 8:00:00 AM

**Date Closed** Monday, January 13, 2020 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

The Menominee Indian Gaming Authority (MIGA) is seeking a General Manager to provide leadership and oversight of the Menominee Casino Resort /Thunderbird Complex. The General Manager shall carry out the goals and objectives set by the Menominee Indian Gaming Authority Board of Directors with the overall goal to maximize distributions to the Menominee Tribe. The General Manager shall exercise all authority granted under Chapter 660 of the Menominee Tribal Code and provided within policies of MIGA approved by the Board of Directors. The General Manager shall be responsible for increasing revenue earned by MIGA, increasing transfers to the Tribe, leading employees by example, and improving the customer experience in all areas of the gaming operations to set MIGA apart from competitors. The general manager shall:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage and control the gaming operations subject to all applicable federal, state, and tribal laws;
2. Submit all contracts obligating MIGA by an amount in excess of \$100,000 to the Board of Directors for approval, unless the Board, through resolution, authorizes the general manager to execute contracts in excess of this amount;
3. Develop personnel policies and procedures which reflect the specific requirements of tribal gaming on an as-needed basis, subject to the ratification or approval of the Board of Directors;
4. Conduct all accounting and fiscal matters pursuant to systems approved by the Board of Directors;
5. Shall make verbal and written reports to the Board of Directors on a monthly basis and more often if so requested;
6. Shall prepare and propose a budget for each fiscal year which shall be submitted to the Board of Directors for their approval;
7. Shall perform such other duties, as the MIGA Board of Directors shall direct.

### SUPERVISORY RESPONSIBILITIES

### QUALIFICATION REQUIREMENTS

### EDUCATION and/or EXPERIENCE

The following are the minimum requirements a candidate must meet to be hired.

1. Demonstrated understanding of gaming operation principles and applicable law;
2. Verifiable record of successful executive and administrative experience;
3. Verifiable record of success in leading profitable business(es),
4. Demonstrated ability to develop and sustain a work environment focused on driving profit by positively motivating employees to deliver first class service to customers.
5. Bachelor's Degree in Business Administration, Economics, Management, Finance, or related field
6. Seven (7) years gaming experience with five (5) years of primary management responsibility for an entire gaming operation, or a



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slot, table games, or marketing department.

7. Demonstrated knowledge of accounting procedures, budgeting, financial statements, and balance sheets, including proficiency in Microsoft Office applications.
8. Strong oral and written communication skills
9. Ability to meet the minimum criminal background requirements listed below.
10. Ability to obtain and maintain a valid gaming license
11. Ability to meet the minimum language skills, mathematics skills, reasoning ability, and physical demands as listed below.
12. Must submit to and pass a pre-employment drug screen
13. Valid driver's license and eligible to be placed on the MIGA/Menominee Tribe approved drivers list.

Candidates may be required to demonstrate they meet these minimum requirements through provision of documentation, testing, writing and speaking demonstration, interview, or any other method as determined by the Menominee Indian Gaming Authority Board of Directors.

**SPECIAL QUALIFICATIONS**

**CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have a pending unresolved charge of:

1. Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
2. A felony conviction of any kind in the immediately preceding two years
3. A crime of any kind related to gambling in the immediately preceding two years
4. A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
5. A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense-involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

"In addition to the minimum criminal background requirements listed above, candidate must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

Hiring in Gaming Position is contingent upon criminal background check.

**LANGUAGE SKILLS**

Candidate must have the ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Candidate must have the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Candidate must have the ability to write speeches and articles for publication that conforms to a prescribed style and format. Candidate must have the ability to effectively present information to top management, and public groups.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

**REASONING ABILITY**

Candidate shall have the ability to define problems, collect data, establish facts, and draw valid conclusions. Candidate shall have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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1. Maintain physical stamina to work in a fast-paced, customer-orientated environment and deal effectively with problems or difficult situations as they arise.
2. While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.