



**Cow Creek
Gaming & Regulatory Commission
Position Description**

Position Title: Surveillance Manager

Department: Gaming Commission

Reports To: Surveillance Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Responsible for assisting the Director of Surveillance with the operations of the gaming and non-gaming facets of the Surveillance Department and assigned personnel; to assure the protection of tribal assets relative to game protection; to preserve the integrity of games.

ESSENTIAL FUNCTIONS:

- Assist in assuring the surveillance department is adequately staffed with competent personnel to meet the mission of the department, which is to protect tribal assets and preserve the integrity of games.
- Monitors day to day surveillance activities to ensure compliance with policies and procedures.
- Conducts special monitoring investigations as required or requested by the Surveillance Director or Executive Director and assists Gaming Inspectors where applicable in their investigations.
- Oversee back of house operations to achieve an efficient operation.
- Develops, writes and submits for approval procedures and policy for the department to the Surveillance Director.
- Assists in the development of Internal Controls to comply with Tribal/State Compact.
- Manages, teaches and assures personnel are trained to meet or exceed minimum standards set for surveillance personnel.
- Administers surveillance training programs to enhance staff knowledge and productivity
- Develops and maintains sensitive records and files on staff and on behalf of department
- Drafts, reviews and submits surveillance reports as appropriate
- Designs special projects to enhance operator quality and motivate staff

SUPERVISORY CAPACITY:

Authority over supervisors and operators of the surveillance department.

SIGNATORY ABILITY:

- Personnel notices relative to surveillance personnel.
- Pay and leave requests for surveillance personnel

ACCESS TO SENSITIVE AREAS:

All areas within Seven Feathers Casino Resort when needed to accomplish the mission of the surveillance department with the notification to Surveillance Director or Executive Director.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Must be familiar with Tribal/State Compact and NIGC minimum internal control standards relative to CCTV system and controls.
- Must be computer literate in Word, Excel and gaming system.
- Must have excellent oral, written and organizational skills.

QUALIFICATION STANDARDS:

Education:

High School Diploma

Experience:

5 years surveillance experience

License or Certificate:

Class III Gaming License