



JOB POSTING

Muckleshoot Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIC Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: VGD Manager

GAMING LICENSE REQUIRED: Class IIA

STATUS: Salaried, Exempt

POSITION REPORTS TO: General Manager

JOB SUMMARY: Responsible for the overall operation of the Video Gaming Device (VGD) Department and the supervision of VGD personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Practice, support and promote the Mission, Vision and Values of Muckleshoot Bingo.
2. Maintain utmost confidentiality regarding all information, both written and verbal.
3. Comply with the standard operating procedures of the department.
4. Responsible for the control and issuance of Jackpot Payout Tickets
5. Observes VGD machines play and examines machines for use of illegal gaming.
6. Generates and reviews statistical data to determine effective mix of machines and if machines or meters need to be repaired or replaced.
7. Evaluates and changes VGD floor layout to obtain optimum productivity, considering machine type, denomination game type and location.
8. Produces reports to ensure MIB is MICS compliant.
9. Work directly with Human Resources department and the General Manager in determining staffing, scheduling, disciplinary and other personnel needs. Hires, orientates and trains staff.
10. Authorizes jackpots and fills.
11. Responsible for departmental budgeting within guidelines established in conjunction with finance team.
12. Responsible for the VGD area in regard to compliance with Tribal Gaming regulations and other federal gaming agencies such as NIGC.
13. Responsible for implementation of established Internal Controls and Operating procedures.
14. Manages all aspects of a nation-wide tournament in addition to weekly player appreciation tournaments
15. Meets with all VGD department related vendors to make use of products that assist in department profitability.
16. Interacts closely with other department heads as necessary.
17. Create, facilitate and maintain a positive work environment.
18. Smile and engage Guests and Employees with a positive professional demeanor.
19. Perform other duties as assigned.

EXTENT OF JOB AUTHORITY:

Number of Initial Direct Reports: 3

Number of Initial Indirect Reports: 12 (which may vary or change at any time)

Scope of Management Authority: Manager: Manages and maintains budget control for department; reports to Director level

Hiring Decisions: Yes

Disciplinary Actions: Yes

Termination Decisions: Yes

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent required.
- Four (4) year college degree in accounting or business management or a minimum of ten years VGD or gaming related experience required.

OPENS: 3/19/19

CLOSES: When filled.



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- Minimum of five (5) years' experience working with Video/Electronic Gaming Devices in the areas of repair, maintenance, record keeping, and most efficient mix of games and evaluation of statistical data.
- Minimum of five (5) years management experience with an emphasis on team building and mentorship/development required.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail; greet visitors, answer a multi-line phone, and answer or refer incoming inquiries from guests or personnel.
- Exhibit working knowledge of computers and computer applications, including spreadsheets, databases, and word-processing.
- Exhibit knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Demonstrate ability to use office machines and equipment, including, but not limited to personal computers and software, copy machine, fax machine, binding machine, laminator, and calculator.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Demonstrate ability to work with confidential information and correspondence.
- Must be able to work well under pressure, be familiar with floor layouts and able to build an effective team.
- Experience with local video gaming customers and IGT/Bally's CMP based gaming devices preferred. PC and networking technology maintenance experience preferred. Must have effective interpersonal skills to frequently interact with managers, subordinates and vendors.
- Utilize portable radio or cell phone to stay in contact for the Department, as needed.
- Must be able to stand/walk for extended period of time, or throughout shift.
- Must pass a background check and drug test.

OPENS: 3/19/19

CLOSES: When filled.