



**PASKENTA BAND OF NOMLAKE INDIANS
TRIBAL GOVERNMENT
Surveillance Manager
Position Description**

Reports to: Executive Director of Gaming Commission	Open:03/16/2021
Job Class: Exempt; 40 hours per week	Closes: until filled
Email or fax resumes to: hr@paskenta.org	Projected Start Date: TBD
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

POSITION SUMMARY

The Surveillance Department is a critical part of the safety and security of Casino patrons, employees, and Tribal assets. The position is responsible and accountable to the Executive Director and Gaming Commissioners for the overall direction, coordination, and evaluation of the Surveillance room staff and acts as the liaison between the Casino Operations and Executive Director of Gaming Commission.

DUTIES & RESPONSIBILITIES

1. Always monitors all areas of the property, identifying potential security and/or safety risks and reporting them to the appropriate individual or entity, for proper resolution.
2. Ensures the quality of operations in the Surveillance Department on assigned shift using training and effectively communication to the monitors.
3. Ability to communicate confidently at the highest levels and build effective internal and external relationships with Casino staff.
4. Must be able to prioritize responsibilities, assignments, and possess excellent communication skills.
5. Coordinates efforts with Tribal Gaming Agents and maintains open lines of communication with Casino Operations and Commission Staff.
6. Maintain strict confidentiality in all casino matters.
7. Maintain strong customer relations.
8. Must have the ability to understand and maintain a working knowledge of Tribal Gaming Commission and casino internal controls, and all federal, state, and tribal regulations pertaining to casino operations.
9. Responsible for training Commission Staff on all table games.
10. Prepares reports as necessary, reviews all reports, maintains files.
11. Responsible for developing, implementing and maintain SOPS for the Surveillance Department Agents in conjunction with Operations including training procedures.

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12. Responsible to assure all Surveillance staff are fully trained in polices and procedures, internal controls, safety and emergency operations procedures.
13. Assists with hiring and is responsible for disciplinary actions, leave requests, and performance reviews of Surveillance team.
14. Reviews and monitors all Surveillance staff for performance and adherence to Commission and Tribal Policies and Procedures, as well as tribal/state compact, internal controls and NIGC MICs.
15. Oversees work schedules and approves timesheets to ensure adequate coverage for normal operations. Reviews and makes necessary adjustments for staffing needs.
16. Knowledge and experience in Casino criminal cheating/theft investigations.
17. Expert knowledge of Table Games.
18. Answers and submits correspondence.
19. Other duties as required or assigned by the Commissioners or the Executive Director.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science of Information Technology or related field from an accredited college or university is required unless an equivalent level of education and experience can be demonstrated.
2. IT training/certification in a least three of the areas: Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Technology Specialist (MCTS), Computing Technology Industry Association (CompTIA), Cisco Certified network Professional (CCNP), Cisco Certified Internetwork Expert CCIE), Information Systems Audit and Control Association (ISACA), or Project Management Professional (PMP) preferred.
3. At least six years' experience in Casino Surveillance at management level or related experience.
4. Command of state laws, Indian gaming regulations, and Tribal/State compacts related to gaming.
5. Must be fluent in current cheating methods, card counting techniques, and areas of risk to a casino property.
6. Experience in working with a Tribe is preferred.
7. Demonstrate clear knowledge of Paskenta Band of Nomlaki Indians structure, standards, procedures and protocols.

NOTE TO APPLICANTS

Must meet the licensing requirements by the Paskenta Gaming Commission. Must have a Valid California driver's license. Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

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. While performing the duties of this job the employee is required to stand, walk, sit, handle, or feel, reach with hands and arms, stoop, kneel, crouch, talk and hear. The employee will need to be able to

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lift at least 10 lbs. The employee will also need to have the visual abilities and physical dexterity to see and work with small and detailed electronic components.

WORK ENVIRONMENT

While performing the duties of this job the employee is occasionally required to work near a moderate noise level. The employee may be required to work in an environment subjected to cigarette smoke. This position requires the ability to work non-conventional work hours.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.