



Hopland Band of Pomo Indians Job Announcement

OPEN UNTIL FILLED

Position: Surveillance Relief Shift Supervisor

Reports To: Hopland Gaming Commission

Responsible To: Surveillance Manager

Rate of Pay: Tribal Wage Scale

POSITION SUMMARY:

Works variable shifts as assigned by the Surveillance Manager. Working in concurrence with the Surveillance Manager to insure that surveillance is provided throughout the casino as required by Hopland Gaming Commission Regulations (Regulations), established internal controls and policy and procedure.

ESSENTIAL FUNCTIONS:

- Assumes Shift Supervisor duties and responsibilities when Shift Supervisor is unavailable.
- Directs daily operations of the Commission Surveillance department and assist in development, implementation and enforcement of existing and new departmental procedures and policies.
- Assist the Surveillance Manager with the administrative responsibilities and compliance directive of the surveillance operation. Insure compliance of established and written record keeping procedures and practices.
- Type correspondence, memos, minutes, narrative reports and other clerical job duties as pertaining to related duties
- Monitor and provide supervisory guidance to observers in the execution of their shift duties.
- Must be knowledgeable of all Hopland Gaming Enterprises Gaming policies and internal procedures and be willing to enforce and abide by those procedures.
- Ensure that rules and laws applicable to the gaming operation are effectively enforced by direct compliance and ensure violations are reported to the appropriate authorities as necessary.
- Comply with all reporting requirements as established by the Commission Regulations.
- Maintain communication with Casino Management and Security during his/her shift.
- Keep the Commission advised of all pending situations which may have a negative effect upon the operation and recommend solutions thereto.
- All other gaming and job related duties as delegated by the Surveillance Shift Supervisor and or Surveillance Manager

REQUIRED:

- Ability and willingness to attend additional training and travel.
- Must be knowledgeable of the Tribal-State Compact, NIGC MICS, Hopland Band of Tribal Indians MICS, the Hopland Gaming Commission Regulations and all other related gaming regulations as well as all aspects of the casino operations.
- Knowledge of standard and accepted surveillance department methods and procedures.
- Must meet and qualify for licensing pursuant to Commission Regulations.
- Must possess the ability to interact with the public, fellow employees, tribal enterprises, county, and state agencies demonstrating respect, tact, courtesy, objectivity, maturity to develop and effective and cooperative working relationship.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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- Ability to inform and communicate orally and in writing, to process information effectively and to make decisions as required
- Ability to maintain confidentiality in all matters is of the utmost importance.
- Must be at least 21 years of age.
- Must possess reliable transportation. Must maintain driver's certification as a condition of employment.
- Must be willing and able to work any shift including splits, evenings, weekends, and holidays as well as fill in on an emergency basis. Responsible for maintaining shift staffing according to Regulations.

EDUCATION/EXPERIENCE:

- High School Diploma, HSED, or GED is required. Additional education beyond High School, Military and job related experience will take precedence in selection.
- A minimum of six months experience as a Surveillance Observer.
- A demonstrated and documented ability in the operation and performance of surveillance equipment.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- 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.
- While performing the duties of this job, the employee is frequently required to walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop or bend, and speak and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions and required to move about the casino floor and exposed to a non-smoke free environment.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

To Apply: Mail your completed application and resume to: Hopland Band of Pomo Indians, Human Resources, 3000 Shanel Road, Hopland, CA 95449. Apply in Person: You can also submit your application and resume in person to the Human Resources office located at 3000 Shanel Road, Hopland, CA. The office is open from 9:00 am to 4:00 pm, Monday through Friday. Other ways to Get Position Listings and Applications: If you need a hard copy of an application mailed to you please email HR@hoplandtribe.com or call 707-472-2100.

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