

# Assistant General Manager

## Job Announcement #: YLC-10-034

**Job Opens:** 2/15/10  
**Reports To:** General Manager  
**Gaming License Required:** Class III A  
**Starting Salary:** D.O.E.

**Job Closed:** Open Until Filled  
**Department:** Administration  
**Positions:** 01  
**FLSA:** Exempt

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**JOB SUMMARY:** The Assistant General Manager will be responsible for the daily administrative operations of The Yakama Legends Casino to provide leadership and direction for its successful operation. Responsible to be the ultimate role model demonstrating superior customer satisfaction and associate relations making recommendations that improve the casino overall and ensure all departments are operating in accordance with departmental procedures, the Tribal/State Gaming Compact and all Casino internal control policies. As well as YLC Ordinance T-104-94; YLC Gaming rules and regulations; Indian Gaming Regulatory Act (IGRA); Title 31 regulations; YLC Internal Control Standards (TICS); Associate Handbook. **This position is open exclusively for enrolled Yakama Tribal Members and is specifically geared toward career development. A mutually agreed upon contract between employer and employee, outlining specific educational and technical target areas will be required.**

**MINIMUM EDUCATION REQUIRED FOR POSITION:** College degree in Business Management preferred; 5 years of gaming experience with 3 years being in management; or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:** Ability to sit for extended lengths of time. Manual and finger dexterity for operation of personal computer and routine paperwork.

**SPECIFIC SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED FOR POSITION:** Must have a high level of motivation and initiative. 3 years of supervisory experience. Strong written and oral communication skills required. Must be able to work effectively with peers, staff members, and regulatory agency personnel. Demonstrate the ability and sound judgment in resolving associate disputes and customer service disputes where limited precedence has been set. Be able to work in a fast-pace, high energy, and guest service oriented environment. Knowledge of computers and software to create spreadsheets and power points.

**SPECIFIC DUTIES PERFORMED:**

1. Act in the capacity of the General Manager in his/her absence.
2. Assist the General Manager in developing, leading and managing a high performance team.
3. Ensures compliance with the Tribal-State Compact and internal controls.
4. Assist department directors in developing and implementation of policies and procedures.
5. Promotes superior customer relations.
6. Assist directors in developing budgets and conducting budget reviews.
7. Make recommendations to the General Manager and YLC Board of Directors for improvement in all areas.
8. Participate and have knowledge of National Indian Gaming Commission (NIGC), National Indian Gaming Association (NIGA) and Washington Indian Gaming Association (WIGA).
9. Ensures compliance with TGA standards, initiates timely TGA responses and demonstrates sensitivity to all TGA communications.
10. Responsible for on-going daily operations, guest services and development.
11. Assist the General Manager with the ongoing maintenance and expansion of the gaming customer base and the development of new revenue strategies.
12. Assist the General Manager with the efficient utilization of established operating capital.
13. Act as a role model for associates to promote open communication, teamwork, associate morale and motivation.
14. Studies and standardizes procedures to improve efficiency of subordinates.
15. Attend all managers/directors meetings and conduct them in the absence of the General Manager.
16. Attend General Council and Tribal Council meetings when requested. Present written and oral reports as required.
17. Performs other related duties as may be assigned by the General Manager.

Revised: 2/10

