***VACANCY ANNOUNCEMENT***

**POSITION:** SURVEILLANCE MANAGER  
**LOCATION:** CONCHO, OK  
**REPORTS TO:** COMPLIANCE DIRECTOR  
**DEPARTMENT:** GAMING COMMISSION  
**ISSUE DATE:** March 16, 2020  
**CLOSING DATE:** March 27, 2020

The Surveillance Manager will be responsible for administering surveillance department policies, programs and practices: including planning organizing, developing, implementing, coordinating, and directing to all casinos.

**Work Schedule**
- Requires morning, afternoon and evenings, Monday through Sunday.  
- Request to be scheduled off for a specific day requires advance notification and approval from Director.

**Essential Duties and Responsibilities**
- Monitors surveillance operations for all casinos.  
- Prepares, recommends, and maintains records and procedures for controlling security data.  
- Formulate policies and procedures for the Surveillance Department.  
- Coordinate surveillance department training for all casinos.  
- Provide support for all Surveillance Managers at each casino.  
- Communicates with the Compliance Director and Senior Director on all surveillance issues and BIA if necessary.  
- Must be courteous to all customers and co-workers.  
- Other duties as assigned by the Directors or Commissioners.

**Physical Job Requirements**
- Sit and/or stand continuously and perform job functions for a full shift with a lunch break.  
- Requires bending, twisting, reaching, climbing, stooping, crouching, kneeling, lifting and pulling.  
- Move objects up to and exceeding 25lbs. with reasonable accommodations.
- Gaming floor environment with some office environment.

**Qualification Standards**
- Must pass pre-employment drug test.
- Must have 5 years related experience and/or training; or equivalent combination of education and experience
- MS Office Tools experience; knowledge of computer systems and/or communication systems.
- Excellent verbal and written communication skills.
- Must qualify for a Cheyenne Arapaho Gaming License.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov