

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

***VACANCY ANNOUNCEMENT ***

POSITION TITLE: SURVEILLANCE FIELD MANAGER
REPORTS TO: COMPLIANCE DIRECTOR
DEPARTMENT: GAMING COMMISSION

ISSUE DATE: April 15, 2022 **CLOSING DATE:** UNTIL FILLED

The Surveillance Field 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.
- Requires travel to all six (6) casinos weekly and/or daily.
- Requires holidays on occasion.

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 with the Project Coordinator.
- Provide support for all Surveillance Managers at each casino with daily issues.
- Work variety of shifts to fill in for call-ins.
- Communicates with the Surveillance Director and Senior Director on all surveillance issues and BIA if necessary.
- Cleaning, fixing, replacing or corresponding with the IT department for all camera issues.
- Coordinate with casino management on various issues between casino and surveillance.
- Must be courteous to all customers and co-workers.
- Other daily 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

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Toll Free 1 (800) 247-4612 ext. 27498



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