

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE: Assistant Bingo/Off Track Betting Director
POSITION NUMBER: 00040
DEPARTMENT: Bingo
LOCATION: 2020 Airport Road Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Bingo/Off Track Betting Director
SALARY: E06 \$50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: September 2, 2016
CLOSING DATE: September 12, 2016
Transfer Deadline: September 12, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position's primary focus is to provide support and assistance to the Bingo/OTB Director. Incumbent is responsible for the operation in the absence of the Director. Duties are operational, dealing with short term strategies, i.e. personnel, daily profit/loss reporting, bashes, etc. Incumbent will serve as a link between operations and Gaming Management. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Forecast staffing levels, conduct hiring, and ensure effective scheduling of the Bingo/OTB operation is occurring. Continually focus on improvements in all human resource activities to ensure personal growth and organizational effectiveness.
2. Supervise the Bingo and OTB supervisors, this includes administering annual and probationary evaluations, scheduling, vacation/personal time of supervisors, and disciplinary actions.
3. Assist in developing the annual budget for the Bingo/OTB department as well as assist in reviewing the monthly income statements and general ledger.
4. Ensure that positive employee relations are occurring in the department to include orientation, training and motivation of the employees.
5. Assist in monitoring profit/loss statements of games to determine profitability, and make recommendations to appropriate staff.
6. Assist the director in the creation and development of new games for the departments.
7. Develop, implement and enforce policies and Department Standard Operating Procedures.
8. Communicate information to employees through regular scheduled meetings, written correspondence, etc.
9. Assist in coordination and maintaining three to five year strategic planning process to establish long, medium and short term goals and objectives of the Bingo/OTB department.

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DUTIES AND RESPONSIBILITIES: (Cont.)

10. Assess training needs of the Bingo/OTB department and develop programs in conjunction with the training department.
11. Conduct the in-house orientation for new supervisors of the Bingo/OTB departments.
12. Assist in developing an inventory and control system.
13. Assist in the development, implementation and review of financial and operational goals and objectives.
14. Oversee the department in the absence of the director.
15. Attend all meetings as requested.
16. Assist the director with contract negotiations to ensure all contractual requirements are met and to ensure best practices are applied.
17. Assist the director with the implementation, review process, and approval process with the monthly calendars of events, direct mail and promotional events.
18. Facilitate supervisor meetings and all staff meetings as required.
19. Provide excellent customer service for all internal and external customers of the Bingo and Off Track Betting operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Gaming operations. Develop solutions for customer concerns and continually focus on customer service as our top priority.
20. Provide leadership for all Bingo and Off Track Betting personnel. Participate and provide input in activities, strategic planning, and budget development. Ensure employee development and recognition activities are in place and effective.
21. Ensure all Bingo/OTB personnel understand their duties and responsibilities and have the resources available to carry them out. Responsible for monitoring work performance and efficient management.
22. Assess and analyze all work performance activities for the purpose of continually improving in any area. Ensure systems that ensure work activities get done are in place. Ensure systems and people are aligned to get results established in all areas.
23. Develop, maintain, and facilitate effective relationships, communication processes and activities with all Bingo/OTB personnel and all other internal and external customers. Ensure Bingo/OTB activities are reported to appropriate personnel in a timely and effective manner. Ensure established procedures and processes are utilized at all times to ensure maximum understanding and coordination is in place.
24. Responsible for meeting revenue projections.
25. Ensure compliance to all regulatory requirements in all areas at all times. Work closely with Bingo/OTB Director in establishment of needed results of this key area. Meet with internal and state auditors as requested to provide information on Bingo/OTB processes. Ensure all personnel adhere to all regulatory, audit, and legal regulations or laws and practices.
26. Contribute to departments' effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
27. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
28. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
29. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Continuously bend/stoop, sit, squat, balance, kneel, bend, lift and push/pull.
2. Occasionally climb heights and reach above shoulder level, lift and carry up to ten (10) pounds.
3. Must be able to stand and/or walk a full eight (8) to ten (10) hour shift each day.
4. Work environment is **NOT** smoke, noise or dust free.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

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STANDARD QUALIFICATIONS:

1. Ability to analyze data and create reports from the supplied data, financial forecasting knowledge, and budget training.
2. Demonstrated strong analytical, numerical, reasoning and decision making abilities.
3. Previous training or experience in accounting principles. Must be able to read and understand financial statements. Will be required to complete training on the Tribal Accounting processes (AS/400).
4. Must be willing and able to complete KRONOS training within fourteen (14) days of employment.
5. Excellent customer/client relation skills. This will require the individual to be able to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
6. A professional appearance must be well groomed and neat in appearance at all times.
7. Ability to inform and communicate verbally and in writing in diverse and challenging situations.
8. Must employ a participating management style advocating team concept. Must be a team player and have the ability to work under strict deadlines. Must be flexible, diplomatic, and be able to motivate and promote a positive attitude when change is needed.
9. Ability to plan, organize, and establish priorities efficiently and effectively. Must be able to plan, conduct and participate in meetings in which the collective resources of the members are used efficiently and effectively.
10. Ability and willingness to work nights, weekends, and promotional events as needed.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
15. A valid driver's license, reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Working knowledge of the Gaming Division, its governing structure, documents and the relationship to the Oneida Tribe.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be eighteen (18) years of age or older.
2. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
3. A Bachelor's Degree in Business Administration, Supervisory Management, or closely related field from an accredited college or university is required; three (3) years of supervisory experience is required; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**