



Phone (360) 466-3163  
Fax (360) 466-5309

## Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way  
LaConner, Washington 98257

### **JOB ANNOUNCEMENT**

### **DIRECTOR OF HOTEL OPERATIONS**

### **SWINOMISH HOTEL**

**SALARY: D.O.E**

**CLOSES: MAY 12, 2011**

#### **GENERAL FUNCTION:**

Responsible for overall management of Hotel operations by promoting and maintaining the highest caliber of customer service to all guests. Acts as a member of the Executive Committee to assist in strategic planning for property. Implement strategies, growth opportunities, development plans and programs designed to increase revenue for the Hotel.

#### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Maximize revenue by analyzing hotel trends, identifying growth opportunities, design and implement programs to capitalize on potential business markets.
- Achieves financial objectives by preparing Hotel budget, plan expenditures, analyze variances, initiate corrective actions and communicate to staff based on departmental goals.
- Oversee day to day operations of the Hotel which includes all hotel functions (guest service, property management, front desk reception/reservations, housekeeping, valet, and hotel group sales).
- Coordinate with departments to ensure shows, banquets, and events are promoted to hotel guests/groups.
- Oversee hiring, evaluation, discipline, training and development of Hotel Staff.
- Maintains department policies by policy development and administration.
- Promotes good employee relations by conducting themselves in a professional manner and being supportive in a position of leadership.
- Excellent computer, communication and analysis skills.

### **OTHER DUTIES:**

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

### **SKILLS, KNOWLEDGE AND ABILITIES:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents,
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from a four-year college or university.
- Five (5) or more years experience in Hotel Operations.
- Three (3) years experience in the Indian Gaming/Hospitality industry preferred.
- Hotel Administration Certification preferred.
- Washington State Class III Gaming License.

### **PHYSICAL REQUIREMENTS:**

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 regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift a/or move up to 25 pounds. Specific vision abilities required by this job include close

vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**APPLICATION INSTRUCTIONS**

- Request an Swinomish Indian Tribal Community application by calling **(360) 466-7353** or email to [airedwards@swinomish.nsn.us](mailto:airedwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Indian Tribal Community application form; **Do not write “see resume”** on the application.
- Return cover letter, resume, and application to Alethia Edwards, H.R. by 5:00pm, May 12, 2011.

**Swinomish Indian Tribal Community  
Human Resource Office  
11404 Moorage Way,  
LaConner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a criminal history background investigation and drug test.