

# **WILDHORSE RESORT CASINO**

## **JOB ANNOUNCEMENT**

**JOB TITLE:** SECURITY DIRECTOR  
**DIVISION:** Security  
**DEPARTMENT:** Security  
**SUPERVISOR'S TITLE:** Chief Executive Officer  
**SALARY:** \$60 - 90 K Yearly

### **JOB SUMMARY**

Responsible for directing all aspects of security operations, including supervision of staff and administration of policies and procedures that promote the safety and security of WRC guests and employees. Determines methods to identify, measure and control risks/threats to the physical and financial assets of the Casino, employees and guests.

### **ESSENTIAL JOB FUNCTIONS:**

1. Ensure customer satisfaction that promotes return visits through prompt, efficient and friendly service.
2. Protects the assets of WRC through competent, thorough security policies and practices.
3. Effectively communicates security procedures/practices across WRC, through various modes/training.
4. Facilitates a safe and secure environment for guests and employees, through a trained security workforce who serve tactfully, courteously and with confidence.
5. Responsible for ensuring departmental compliance with IGRA, Tribal/State Compact, CTUIR Gaming Code, WRC/CTUIR MICs, the Wildhorse Resort Employee Handbook, and other applicable tribal laws and regulations.
6. Monitors operations for security risks, threats and other business interruptions. Address concerns with due diligence and in an appropriate manner.
7. Supervision of staff to include hiring, scheduling, leave approval, performance counseling, evaluation, training, operational orientation and staff development.
8. Assures that security staffing is adequate for operational needs, including specialized security roles, officers, secured escorts, drop team, resort officers, key control, and transportation.
9. Ensures compliance of internal controls, monitoring violations, addressing corrective actions and coordinating dialogue with problem areas and/or recommended changes.
10. Develops an annual work plan and budget, managing financial costs efficiently and economically.
11. Monitors investigations for IC violations or conduct that negatively impact WRC policy or operations.
12. Demonstrate and promote professional standards of guest service behavior from security staff.
13. Uses various communication methods to engage staff in department operations and performance.
14. Oversee drug testing practices, ensuring staff are effectively trained to administer testing and conduct transports.
15. Maintain the emergency evacuation policy, keeping it up to date, accessible and appropriate training. Conduct an annual review of the policy to ensure that it is up to date and accessible.
16. Participates in management meetings, sharing department operational concerns, needs, ideas.
17. Promotes a clean, safe and healthy work environment for employees and guest. Promptly reports all concerns to Supervisor.
  
18. Promote effective communication with supervisors, co-workers and subordinates through regular staff meetings, co-worker/management/supervisor team meetings and other forms of communication.
19. Participate and attend designated meetings, training, activities, etc., as directed.
20. Ensure that the operation of equipment, tools and materials are handled in a safe manner.
21. Promote internal guest service standards through courteous and respectful behavior.
22. Other related duties as assigned.

### **AUTHORITY:**

1. Complete management, supervisory and procurement authority within the security department

### **SIGNATORY ABILITY:**

1. Department expenditures in compliance with fiscal policy
2. Personnel actions.

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3. Fills and credits for Pit and as runner.
4. Keys for table drop box removal.
5. Keys for slot drop.

### **ACCESS TO SENSITIVE AREAS:**

1. All Security reports, records, mug files, security surveillance monitor, etc.
2. Pit area.
3. Any sensitive area, upon request, and when accompanied by department supervisor or Shift Manager on duty.
4. Internal and external transport of cash.
5. Table drop boxes when removed.
6. Involvement with Cage, in the Key Control System.

### **MINIMUM QUALIFICATIONS:**

1. Five (5) years of management experience in casino security or law enforcement.
2. Five (5) years of supervisory experience.
3. Experience with conducting investigations that withstand legal scrutiny.
4. High School Diploma or GED.
5. Demonstrate computer literacy and able to maneuver independently in MS office systems (Word, Excel, Outlook, Email and Internet).
6. Strong communication skills required: able to effectively communicate in writing including preparing professional correspondence, reports, legal statements, etc.; able to verbally communicate with others in an effective manner and possess effective interpersonal skills and abilities to interact well with others.
7. Physically able to work/sit for long periods at work/computer station and perform repetitive motion of arms, wrist and fingers; and at times, move throughout a smoke filled environment.
8. Requires a High Security Gaming License clearance and must be 21 years of age.

### **PREFERRED:**

1. Degree in Law Enforcement or Security Management.

This position WILL NOT receiving overtime pay

**APPLICATION DEADLINE:**

**OPENED UNTILL FILLED**

To apply for this position, please submit an application detailing your qualifications to:

Wild horse Resort & Casino  
46510 Wild horse Blvd  
Pendleton, OR 97801

(541) 278-2274 or FAX (541)966-1990

NOTE: Under Tribal Law, Indian hiring preference applies - 1st (CTUIR);2nd(Indian);3rd(Non Indian)