

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

<b>POSITION:</b>	Security Manager
<b>DEPARTMENT:</b>	<u>Security</u>
<b>STATUS:</b>	Full-time
<b>SHIFT:</b>	Days
<b>RATE:</b>	DOE
<b>NUMBER OF POSITIONS:</b>	1
<b>REPORTS TO:</b>	General Manager
<b>SUPERVISES:</b>	Security Personnel

**JOB SUMMARY:** Responsible for overall supervision of the Security department. Ensures compliance with Tribal-State Compact and departmental procedures, SOPs, and Security Plan. Has direct management of the Security department and in promoting the safety of guests and team members. Security personnel will have training in first responder duties.

### ESSENTIAL JOB FUNCTIONS:

- Performs the duties of the Shift Supervisor in their absence.
- Performs duties including, but not limited to, monitoring call-ins, late arrivals, punch edits, scheduling, assigning case numbers, distribution and filing incident reports.
- Reports irregularities to the GM including team member, guest and operational issues.
- Review and approve all written security reports.
- Performs other job related duties as assigned.

### MINIMUM QUALIFICATIONS:

- High School diploma or GED recommended. Two years equivalent in related field. Experience in a Security or Law Enforcement Agency may substitute for formal education.
- Excellent written and oral communication skills.
- Demonstrated leadership ability.
- Ability to remain calm in tense situations.
- Familiarity with MS Excel and Word.
- Must have positive attitude.
- Must have people skills.

### PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Must be able to lift up 25 to 40 pounds and carry up to 25 to 40 pounds.
- Must be able to stand 50% of work time.
- Must be able to walk 20% of work time, and sitting 30%.

**OPENING DATE: MAY 3, 2023 | CLOSING DATE: MAY 31, 2023**

If you are interested in being interviewed, please submit a letter of interest to **Human Resources**.

(Tribal need to submit job application /resume to HR)

**Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.**