



**POSTED: April 30<sup>th</sup>, 2024**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Director of Asset Management

**DEPARTMENT:** Administration

**LOCATION:** Resort

**SUPERVISOR:** General Manager

**EMPLOYMENT:** Full-Time

**PAY RATE:** \$48,000.00 - \$67,000.00 (Non-Exempt) D.O.E.

**LICENSE STATUS:** Key-Employee

### **DESCRIPTION:**

Coordinates and manages activities involved with procuring goods and services such as raw material, equipment, tools, parts, supplies, and advertising for the organization by performing the following duties:

### **RESPONSIBILITIES:**

- Provide excellent service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Purchasing Department Policy, and Procedure Manual.
- Review requisition. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

- Select products for purchase by testing, observing, or examining items. Estimates values according to knowledge of market price.
- Determine method of procurement such as direct purchase or bid.
- Prepare purchase orders or bids.
- Research opportunities to lower costs of operating resort.
- Regularly reviews vendors for best deals.
- Review bid proposals and negotiate contracts.
- Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discuss defective or unacceptable goods or services with inspection or quality or performance, and inventories.
- Approve invoices for payment.
- Expedited delivery of goods to users.
- Other job-related duties as assigned.
- Must have knowledge of Property and Liability Insurance.
- Work with Safety Officer to guarantee that contractors that work within the community have proper insurance/s.
- Organizes, supervises, and directs the work of storeroom and central supply personnel engaged in receiving, issuing, and delivery supplies and equipment.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.
- Responsible for the training, supervision, scheduling, and development of all Department Team members.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and trainings facilitated by Management.
- Required to actively participate in the LVD/Northern Waters Safety Committee.

#### **MINIMUM QUALIFICATIONS:**

- Must have a high school diploma or GED.
- Must have knowledge of Database Software, Internet Software, Order Processing Systems, Spreadsheet Software and Word Processing Software.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of an organization.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree from four-year College or University; one or two years of related experience and/or training; or equivalent combination of education and experience.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission: 05/16/2023**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 04/29/2024**

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**Sign\_\_\_\_\_Date\_\_\_\_\_**