

**CDA TRIBE GAMING ENTERPRISE  
JOB DESCRIPTION**

**CHIEF EXECUTIVE OFFICER**

**INTRODUCTION**

This position is under the direction of the Coeur d'Alene Tribal Council. The incumbent performs extensive administrative, evaluative, planning and technical work pertaining to all activities concerning the gaming enterprise, including resort, hotel, golf course, restaurants, and related activities and amenities. The incumbent has the overall responsibility of ensuring compliance in accordance with established policies and procedures, the State of Idaho Gaming Compact and the Coeur d'Alene Tribal Gaming Ordinance.

The Chief Executive Officer (CEO) oversees all casino and resort operations and carries out directives and makes recommendations to the Tribal Council. The incumbent provides the expertise and management necessary for assuring the overall health, profitability and viability of the Coeur d'Alene Tribal gaming enterprise and its amenities.

Under the guidance of the Tribal Council, the CEO is also tasked with developing and implementing long-range planning for diversification of economic activities directly and indirectly related to the casino and resort, with the goal of strengthening the overall tribal economy.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. The incumbent has direct oversight for all revenue generating departments. This includes providing technical advice and assistance to those departments and ensuring compliance with existing administrative policies, directives, and all regulations.
2. The incumbent has direct oversight for all non-revenue generating operational support departments and activities. This includes and is not limited to reviewing operational plans, establishing both operation and capital budgets, establishing long range and short range plans for each department.
3. The CEO has direct oversight over marketing strategies. This includes reviewing all maintenance, service and construction contracts submitted by non-revenue generating departments to ensure compliance with established standards within established budgetary guidelines and that cost benefit analysis study has been conducted.
4. Assists upper management with department-specific policies and procedures to ensure that they do not conflict with the Enterprise's policies and procedures and that established standards are maintained. These policies must be in compliance with all applicable Federal, State, and Tribal law rules and regulations. Incumbent must also

ensure that all policies and procedures are enforced in a fair and equitable manner by all departments and that confidentiality of all matters are maintained.

5. Incumbent assists and consults with the Board of Directors in establishing long range business plans and assists upper management in establishing strategic plans for their respective departments, keeping in mind funding levels, staffing requirements, training requirements and the needs of the entire Enterprise. These plans of action are timely, realistic and positive.
6. Ensure that a high quality program of customer services is maintained and monitored throughout the entire operation and actively carried out within all departments.

### **KNOWLEDGE, EXPERIENCE, AND/OR SKILLS REQUIRED**

- Incumbent must possess (1) a Master's Degree in management or Business Administration **AND** (2) at least 10 years experience in casino/hotel operations at an upper management level; **OR** Bachelor of Arts or Science Degree in management, Business Administration, or a related field and at least 10 years of upper management level experience. All degrees must be from accredited institutions.
- Incumbent must demonstrate the ability to represent the enterprise and the Tribe with dignity and professionalism in a wide range of settings and at all times.
- Incumbent must demonstrate the ability to establish and maintain effective working relationships with officials and representatives of local, state, and federal government, the press, and community and business leaders.
- Incumbent must have experience with budgets, procurement practices, accounting, public relations, and strategic planning.
- Incumbent must demonstrate the ability to work effectively with a high level team of qualified management professionals to achieve superior work results.
- Incumbent must demonstrate the ability to establish and maintain effective working relationships and gain the support of all employees and the Board of Directors in carrying out assignments.
- Incumbent must demonstrate the ability to display a high degree of recognition, acceptance and respect in dealing with others and encourage organization-wide cooperation and strong interpersonal skills.
- Incumbent must have a conceptual understanding of the nature of Indian Gaming and all policies and procedures, regulations and technical rules as defined by:
  - National Indian Gaming Commission (NIGC)
  - National Indian Gaming Association (NIGA)
  - Indian Gaming Regulatory Act (IGRA) and the compacting process.

- Incumbent must demonstrate the ability to communicate effectively both orally and in written form to achieve credibility and persuasiveness in a variety of situations.
- Incumbent must demonstrate the ability to excel in converting complex information into simple readable form and write precisely and effectively to compiled reports for the Board of Directors, Tribal Council and the Tribal Gaming Commission.
- Incumbent must demonstrate the ability and desire to formulate long-term strategic planning efforts and the creativity and skill to overcome business, political, and legal obstacles to the long-term success of the Enterprise and tribe.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit a cover letter, Tribal application, resume, and five reference letters (two subordinate level and three supervisory level), and proof of degree and requirements from accredited institutions to: Coeur d'Alene Tribe Human Resources, Attn: Tina Jordan, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at [www.cdatribe-nsn.gov](http://www.cdatribe-nsn.gov)