



POSTED: April 11th, 2025 DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Director of Security

DEPARTMENT: Security

SUPERVISOR: General Manger

LOCATION: Resort

EMPLOYMENT: Full-Time

PAY RATE: \$50,000.00-70,000.00 (Non-Exempt) D.O.E.

LICENSE STATUS: Key-Employee

DESCRIPTION:

The position of Security Manager performs the administrative responsibilities regarding planning, organizing training and directing the activities of Security operations to minimize loss and protect organizational resources.

RESPONSIBILITIES:

- Provide excellent Guest 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, Security Department Policy and Procedure Manual.
- To guard, or otherwise be responsible for gaming cash, gaming revenue, or gambling supplies.

- Develop and execute (and revise as needed) operational policies and procedures to insure protection and security of organizational resources.
- Ensures department personnel are properly staffed, trained, and performing their functions.
- 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 training facilitated by Management.
- Identifies thefts and other problems, which threaten organizational resources, customers and/or employees and conduct investigations when appropriate.
- Advise the General Manager, Tribal Council/Gaming Commission involving Security and protection of organizational resources.
- Design and maintain physical security systems to ensure coverage of all public and back of property areas.
- Must be able to maintain confidentiality.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

- Must have a high school diploma/ G.E.D.
- Minimum of 5 years work experience at management level in security, law enforcement, loss prevention, and/or another related field.
- Must be trained in emergency first aid and CPR.
- Knowledge of alarm and CCTV systems.
- Extensive knowledge of the Gaming compacts, issues of gaming.
- Must be able to interact with the public.
- Ability to provide clear verbal and written instructions, technical manuals, and other documents required performing tasks.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.
- Required to actively participate in the LVD/Northern Waters Safety Committee.

PREFERRED QUALIFICATIONS:

- Extensive knowledge of procedures and legal requirements through collection and documentation of evidence.
- Experience in conducting investigations and providing documentation for administrative proceedings for criminal prosecutions.

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): 08/29/2023.

Northern Waters Casino Resort

P.O. Box 129, N5384 US 45

Watersmeet MI, 49969

Email: hr@lvdcasino.com

Website: <http://www.lvdcasino.com/Content/Careers.cfm>

Phone: 906-358-4226 Ext. 7318

Fax: 906-358-4913

Sign _____ Date _____