

PARAGON CASINO RESORT

Job Description

VICE PRESIDENT OF GAMING OPERATIONS

Department:	Gaming	Reports to:	General Manager
Job Code:	VP02	License:	Gaming
Position Code:	VP007	Costing:	100 1100 1111
Pay Grade:	E15	Date:	8/14/23
EEO-1 Code:	1.1		

SUMMARY:

Responsible for overall administration of all operations and functions of the Gaming Department, in alignment with the Mission and Objectives of Paragon Casino Resort, and in full accordance with all Paragon Casino Resort Operational Policies and Procedures and Gaming Regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Formulates and administers departmental policies and activities, and develops realistic short and long term goals and objectives for the department in alignment with those of the property.
- Responsible for the general management of all gaming operations of Paragon Casino Resort.
- Reviews analyses of operations, costs, and forecast data to determine Table Game's and Slot's organizational progress toward stated goals and objectives.
- Reviews, and approves, as appropriate, recommendations and suggestions to hire, transfer, suspend, terminate, recall, promote, discharge, evaluate, assign, train, develop, reward or discipline all Associates in the department, as necessary. Maintains appropriate department staffing levels.
- Confers with General Manager/Assistant General Manager to review achievements and discuss needed changes in goals or objectives resulting from current or projected future status or conditions.
- Serves as a member of the Executive Operations Committee, attending weekly status meetings.
- Implements, designs, and monitors all Table Games and Slots training programs and seminars, directed at developing and enhancing Associate skills.
- Approves large credit extensions.
- Maintains strong working knowledge of local jurisdiction gaming laws (federal, state, compact, etc.) and attendant regulations as well as Paragon Casino Resort's internal controls, policies and procedures.
- Ensures optimal operational efficiency with continual contact and walk through observation of all areas of responsibility including Casino Floor, Poker Room, and Slot areas.
- Regularly reviews and evaluates Gaming departmental performance, working through the Director of Gaming Operations and Shift Managers to take appropriate steps in resolving unsatisfactory results or conditions.

- Develops and participates in special projects as requested by the General Manager and/or Paragon Casino Resort.
- Sets priorities for the Director Table Games, Director Slots Maintenance, Director Slot Operations, and the Poker Room Manager, providing guidance and assistance as needed.
- Initiates and maintains communication with subordinates, Associates, management, and other departments in facilitating the flow of information throughout the property.
- Responsible for reviewing and managing all documentation/operations produced in the area of Title 31 taking place on their shift. Reports all suspicious activity to Title 31/Credit Department immediately.
- Implements, monitors and mentors in the mandatory education of associates on Title 31 Compliance.
- All other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Director Table Games, Director Slots Maintenance, Director Slot Operations and Gaming Administrator; indirectly supervises the activities of all other Gaming Department Associates.

REQUISITE QUALIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: College Degree preferred. Seven to ten years Gaming Operations Management experience required, including complete knowledge of slot operations and all table games policies and procedures. Strong knowledge of state gaming regulations essential. Management experience in the gaming or hospitality industries preferred.

Special Qualifications: Strong organizational and communication skills required.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: 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 guests or Associates of the organization.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical

inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Associate is frequently required to stand and walk. The Associate is occasionally required to sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud on the gaming floor. The casino floor is usually smoky.