



Human Resources Department

Job Opportunities

Title: Director of Table Games
Department: Table Games
Opening Date: June 22, 2009
Closing Date: Until Filled
Gaming License Required: Yes
Positions Available: 1 Full-Time
Pay Rate: Salaried
Shift: Varies

Job Summary: The Table Games Director is responsible for the daily operation and administration of the table games and card games areas in accordance with the General Manager's directives and the policies and procedures prescribed in the Internal Control System (ICS). This area of responsibility includes managing poker and other card games, and house banked games such as Caribbean Stud, Let It Ride, blackjack, roulette and craps games. Monitors the performance of subordinates, who supervise the craps boxpersons and table games dealers, and ensures strict adherence to casino policies and procedures; Routinely strives to build and maintain rapport with casino players and handles customer disputes, making every effort to achieve customer satisfaction at all times; Ensures proper procedures are followed in opening and closing card games; Maintains awareness of all card room and table games pit activities; Assures proper completion of currency transaction reporting paperwork, as required by federal regulation (Title 31) for the Table Games and Card Games Department; Reviews daily and monthly reports, providing written explanations for any unusual table games and card games drop and win fluctuations; Reviews all gaming promotions; provides input and suggestions to General Manager; May perform functions of all subordinate staff as required (may have access to sensitive areas, keys, information and may sign forms authorized for these positions only when performing one of these functions); Assures completion of weekly work schedules for all dealers, floor supervisors, and pit bosses; Fosters and maintains positive staff, management and player/house relations; Determines inventory needs, and orders when necessary, cards and dice and other supplies; Exercises appropriate judgment and discretion to identify situations that require the attention of upper management; Reviews, on a periodic basis, card games and table games playing rules, to determine the need for any changes; Reviews, on a periodic basis, the table games and card games floor layouts, to determine the need for any changes; Adheres to all regulatory, departmental, and casino policies and procedures, and to the casino ICS;

Job Qualifications: Associate's degree (A. A.) or equivalent from two-year college or technical school; or five years related experience (at least two of which were as a table games dealer and two additional years as a table games supervisor) and/or training; or equivalent combination of education and experience may be substituted. Previous management experience required. Mescalero Apache Tribal preference; bicultural experience preferred. Directly supervises Card Games Pit Boss and the Table Games Pit Boss. Carries out supervisory responsibilities in accordance with the casino's policies and applicable laws. Responsibilities include interviewing, hiring, terminating and training employees; planning, assigning, and directing work; performance reviews; rewarding and disciplining employees; addressing issues and resolving conflicts.

Mescalero Apache Tribal Preference. Bi-cultural experience preferred.

Applications/Resumes must be submitted to the Human Resources Center located on the 5th Floor, East end of the Inn. Applications/Resumes may be submitted via Fax at

505 464 7310. For more information contact the center at 505 464 7300.