

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
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VACANCY ANNOUNCEMENT (General Announcement)

Position: General Manager
Department: Santee Sioux Nation ~ Ohiya Casino & Resort
Supervisor: SSN Gaming Commission
Classification: Full-time
Salary: (DOQ)
Posted: Open Until filled

GENERAL OVERVIEW:

Job Summary: The Ohiya Casino & Resort tribal casino general manager is responsible for the overall operations and strategic direction of a casino and its related enterprises, reporting to the Santee Sioux Nation Gaming Commission. Key duties include ensuring financial performance and regulatory compliance, developing and implementing policies, maximizing revenue, and managing staff, budgets, and guest services. The role requires a strong understanding of the gaming industry and the ability to work with various stakeholders, including the tribe, government regulators, and employees.

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES: (General)

- **Overall leadership:** Provide executive leadership for all casino and resort operations, including the hotel, food and beverage, and other profit centers.
- **Strategic Planning:** Develop and execute strategic plans and initiatives, often in consultation with the Tribal Gaming Commission for approval, to align with the tribe's goals.
- **Financial management:** Manage the annual budget, forecast revenue, control expenses, gain approval for expenses through the Gaming commission, and oversee financial performance and reporting to maximize profit.
- **Regulatory compliance:** Ensure all operations comply with tribal, federal, and state gaming regulations and maintain internal controls to protect assets and enforce policies.
- **Guest and employee relations:** Maintain high standards of guest service, address customer complaints, and foster a professional and positive work environment for staff.
- **Operations oversight:** Direct daily operations, monitor performance, and implement strategies to improve efficiency and productivity.

- **Stakeholder relations:** Serve as the primary liaison with tribal council, federal and state gaming commissions, and other relevant agencies, including tribal membership.
- **Project management:** Oversee construction, renovation, and expansion projects to ensure they meet operational and strategic goals.

Minimum Mandatory Qualifications:

- Ten (10) years of relevant financial and/or accounting experience.
- Bachelor’s degree in accounting, Finance, Business Administration or related field
- (Preferred) Masters in business

Preferred Qualifications:

- Master’s degree in business
- Knowledge of, and experience with, Tribal Gaming

Skills, Abilities, and other Qualifications (Summarized, expanded version can be provided)

- **Experience:** Typically requires significant experience in the gaming and hospitality industry, with several years in a management role. Tribal Government relations and business experience.
- **Reporting Structure:** This position is hired by the Santee Sioux Nation Tribal Administration/members of the tribal Council/members of the Tribal Gaming Commission (6 hiring committee members). And reports to the Santee Sioux Nation Gaming Commission.
- **Background check:** Must pass a background check and must be licensed by the relevant gaming authorities, must pass a reference check on most recent position in the last 10 years.
- **Key employee status:** May be designated as a “key employee” by relevant regulators.
- **Conflict of interest:** Cannot serve on the Tribal Council while employed as the Casino General Manager or in any other executive role as a full-time employee. Must not be employed or contracted by any other business or government agency.

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation.
- Dedication to the culture and values of the Santee Sioux Nation.
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly “preferred”, but “not required.”
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Subject to Motor Vehicle and Criminal Background checks.

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Ohiya Casino & Resort apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN’S PREFERENCE: Preference in hiring is given to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming,

“Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.
ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.

APPLICATION PROCEDURES:

- *3 forms of identification (State ID, Tribal ID and Social Security Card)
- *Current working contact number
- *Completed application (partially completed not accepted)
- *Release of Information form completed
- *Full Resume
- *Letter of Intent
- *Reference letters, 3 professional and 2 personal references
- *Tribal enrollment verification (*if claiming Indian Preference)

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219



02/23/2026

APPROVED

DATE



**Sidney A. Tuttle, Sr.,
Human Resource Director
Santee Sioux Nation**