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| Job Title: | Gambling Manager | Job Category: | Management |
| Department/Group: | Becker Big Lake Ice Association | Job Code/ Req#: | NA |
| Location: | Becker and Big Lake | Travel Required: | Local Travel |
| Level/Salary Range: | $18,000- $24,000 Yearly | Position Type: | Part Time |
| HR Contact: | Melissa Clausen | Date Posted: | 3/1/2023 |
| Will Train Applicant(s): | Yes | Posting Expires: | 3/31/2023 |

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| External Posting URL: |  |
| Internal Posting URL: |  |

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| Applications Accepted By: |

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| EMAIL [VICEPRESIDENT@BBLIA.ORG](mailto:VICEPRESIDENT@BBLIA.ORG) ; [PRESIDENT@BBLIA.ORG](mailto:PRESIDENT@BBLIA.ORG) Subject Line: Gambling Manager Job Application | Mail:P.O. Box 832 Big Lake MN 55309 |

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| Job Description |
| Role and Responsibilities Supervising, hiring, firing, and conducting employee reviews  Respond to customer inquiries and resolve any issues in a professional and timely manner  Reviewing and monitoring the conduct of games to the Benefit of the BBLIA  Making bank deposits when required  Ensuring that all inventory records have been reconciled each month  Assuring that the organization is in full compliance with all statutes and rules related to Minnesota Laws  Prepare monthly financial reports  Attend a majority of the BBLIA board meetings to answer any Board of Director or BBLIA members questions Qualifications and Education Requirements Be fully licensed by the Minnesota Gambling Control Board(must be able to attain license within 90 days)  Be bondable(10,000 bond provided by the board)  Able to attend Gambling Manager Seminar and passed the written test(online course, next availability)  Attend a continuing education class every calendar year  Must live in the Becker or Big Lake Communities (or nearby towns) Preferred Skills CGME POS system  Strong Leadership, organizational, and communication skills  Financial literacy Additional Notes Must be able to manage and visit multiple locations  Variable work hours including nights and weekends |

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| Reviewed By: | Chris Nesheim | Date: | 3/1/2023 |
| Approved By: |  | Date: | Date |