



VACANCY ANNOUNCEMENT

ASSISTANT MANAGER

OPENING DATE: May 9, 2017 CLOSING DATE: May 23, 2017

DEPT.	Water Park
LOCATION	Lawton, OK

DUTIES AND RESPONSIBILITIES

Will be reporting directly to the Water Park General Manager. Responsible for working with Water Park Manager to achieve operation goals and standards to maintain the physical assets of the water park property. Assist General Manager with duties and tasks as required, and assume the role of General Manager in his absence at the General Managers request. Is responsible for all Water Park financial records/reports. Oversees, keeps and organizes all financial records/reports. Collects and drops the daily deposits. Maintain inventory controls for cost effective operations. Coordinate special events and projects as directed by General Manger. Responsible for making sure all safety standards are used which comply with all company, local, city state and federal guidelines. Monitor and make sure all buildings and equipment are maintained and coordinate work details with Maintenance. Responsible for alerting General Manger of any unusual occurrence and/or damage that may have taken place or may occur. Maintain a professional, courteous manner with all fellow employees, vendors, customers and contractors. May be required to work occasionally on evening or weekends. Perform other duties as assigned by General Manger.

QUALIFICATIONS – SPECIAL REQUIREMENTS

High school diploma or GED equivalent.
 Two years education beyond high school with a certificate in Accounting.
 Associates in accounting preferred.
 At least two years' experience supervising and directing subordinates in a business environment.
 Must have current CPR and First Aid certification.
 Must have a valid driver's license and be insurable by the Tribes insurance.

APPLICATION PROCEDURE

Submit:
 1. A current Comanche Nation "application for employment"
 2. A Certificate of Degree of Indian Blood (CDIB) and a valid driver's license
 3. College Transcript, G.E.D or Certificates of completion/proficiency
 Applications must be received by 5:00 pm on the closing date.
 Applications received after the closing date will not be considered for the position but Human Resources will retain your application on file.

INDIAN PREFERENCE

Qualified Indian candidates are given preference in accordance with Indian Preference Act of 1934 (Title 25, USC Section 472) consideration will be given to non-Indian applications in the absence of qualified Indian preference eligibles