



Position Vacancy Announcement
CIF Northern Section Commissioner
2241 St. George Lane, Suite 2, Chico, CA 95926

The Commissioner for NSCIF is directly responsible to the NSCIF Executive Committee, serves as Chief Executive of the Board of Managers, and supervises all NSCIF operations in accordance with NSCIF and CIF policies and procedures. It is the Commissioner's duty and responsibility to guide, lead and direct the operations of the NSCIF.

Qualifications and Experience

- Minimum of five years of successful experience in interscholastic athletics as a high school administrator or athletic director or equivalent
- Ability to plan and organize effectively
- Ability to make effective public presentations, written and oral, and to develop and maintain satisfactory relations with school personnel, news media and the general public
- Sensitivity to, and understanding of, a diverse population
- Effective business and fiscal management skills
- Willingness to listen and respond to students, parents, coaches, administrators, and members of the community
- Highest personal and professional ethics and standards
- Evidence of strong advocacy for interscholastic athletics
- Advanced Degree and Administrative Credential preferred

Major Responsibilities

- Interpret and implement all policies, procedures, and directives of the Executive Committee and Board of Managers
- Interpret and enforce all regulations contained in the Section and State Constitutions and Bylaws
- Rule on all “transfer and valid move” paperwork
- Prepare the budget and submit it to the Executive Committee and the Board of Managers
- Negotiate with Officials Associations regarding salary and benefits
- Work with ball, media, and other companies to develop sponsorships for NSCIF
- Establish and maintain positive, productive, and continuing relationships with Superintendents, Principals, and Athletic Directors
- Order and distribute NSCIF passes
- Serve as official spokesperson for the CIF Northern Section in communication with member schools and all organizations with whom the organization becomes involved
- Serve as the liaison between the Section and the State CIF
- Organize and conduct all Section play-offs and championships
- Attend all meetings of the Executive Committee and the Board of Managers
- Attend league meetings when available

Contract, Salary, And Benefits

- Potential multi-year contract
- Salary Range- \$87,965 to \$103,256
- Salary placement dependent on experience
- Employer share PERS
- Work-year 225 days

Application Process

- Personal letter of application for the position stating why you are interested and summarizing your qualifications.
- Resume which includes a complete listing of your training and experience.
- Two current written letters of recommendations from individuals who have been in positions to observe and evaluate your performance.
- Apply thru edjoin.com

Selection Process

- Application deadline May 1, 2021
- Paper screening and interviews during the month of May