

ANNOUNCEMENT OF VACANCY

ADMINISTRATIVE ASSISTANT I - CIF SAC-JOQUIN SECTION

The CIF Sac-Joaquin Section is seeking applicants for the position of Administrative Assistant I. The Administrative Assistant I is a support staff position that assists Section management staff, primarily the Assistant Commissioner by planning, coordinating and participating in the support activities related to the assigned responsibilities of Section administration. We are looking for a passionate, energetic, positive, enthusiastic, sports-minded individual with exceptional people skills, interested in serving the member schools and student-athletes of the Sac-Joaquin Section.

This is a full time twelve-month position, working 8 hours a day (8:00 AM – 4:30 PM) / 40 hours a week. The individual needs to be flexible to work longer hours during the three (3) peak playoff season/times – fall, winter and spring. The hours of employment may be different during the playoff season and will be determined on the needs of the organization.

THE SAC-JOQUIN SECTION

The Sac-Joaquin Section, a non-profit California corporation, is located in Lodi, California. We are one of 10 Sections of the California Interscholastic Federation, the statewide governing body for high school sports. The SJS currently has 198 member schools (public and private), geographically located from Yuba City in the north to Merced in the south and from Napa in the west to the Nevada border in the east. The SJS coordinates the interscholastic athletic programs of its member schools through a representative governance process. The Section assists member schools in the interpretation of the rules, regulations and procedures promulgated by the SJS Board of Managers and the State CIF. Additionally, we are responsible for monitoring and enforcing such rules, determining student eligibility, classification and alignment of member schools into appropriate leagues and conducting post-season championship events.

MAJOR RESPONSIBILITIES

(Note: The listed responsibilities are a condensed version; for a complete listing of responsibilities, see attached job description)

1. Assist and support the Associate/Assistant Commissioners in all phases of their responsibilities.
2. Assist and support the Commissioner as needed.
3. Perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations.
4. Type a variety of confidential materials including reports, memos, correspondence, forms, newsletters, and letters from oral direction, handwritten or clear draft.
5. Assist in the organization and preparation of materials/information for various Section events.
6. Arrange committee and other meetings – preparing agendas, minutes and or summaries – attend meetings and take notes.
7. Serve as the official recorder at all CIF Sac-Joaquin Section realignment meetings and other meetings, as directed.
8. Coordinate, plan and manage various Section events (Women in Sports Day, Scholarship/Model Coach Breakfast, Football Championship Luncheon).
9. Review, edit and prepare CIF Sac-Joaquin Section playoff formats.
10. Assist in the inventory, preparation, and distribution of CIF Sac-Joaquin Section Championship awards.
11. Coordinate the accounting and distribution of NFHS rulebooks.
12. Collect, organize, and maintain in a database system, CBED information from member schools as well as other member school data.
13. Coordinate, oversee and manage the Section wrestling management program.
14. Coordinate and secure facility contracts, other ancillary services, and sponsor representatives for Section Championships.
15. Assist office staff with general clerical help.
16. Answer telephone and routine questions.

17. Represent the Section at various playoff events.
18. Undertake other responsibilities as may be assigned by Section management staff.

REQUIRED SKILLS AND QUALIFICATIONS

(Note: The listed skills and qualifications are a condensed version; for a complete listing of responsibilities, see attached job description)

1. Knowledge of modern office methods, procedures, practices, and technologies, including filing systems, receptionist/secretarial and telephone techniques and letter/report writing.
2. Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
3. Ability to perform a variety of secretarial and clerical work.
4. Ability to prioritize and coordinate workflow and timelines so as to meet established deadlines or due dates.
5. Ability to compile and maintain accurate and complete records, reports and files.
6. Ability to maintain confidentiality and security of sensitive information.
7. Ability to take dictation using shorthand or other reasonable means.
8. Ability to operate standard office equipment – computer, printer, copier, calculator.
9. Ability to effectively utilize computer and computer technology – PC proficient, Microsoft Office Suite (Word, Excel, Power Point, Outlook), File Maker.
10. Ability to meet the public tactfully and courteously and answer questions correctly.
11. Ability to be responsible for large auxiliary programs with the Section.
12. Ability to establish and maintain cooperative relationships with fellow employees and the general public.
13. Ability to communicate effectively, both orally and in writing.
14. Learn quickly and apply learned information effectively.
15. Evidence of strong advocacy for interscholastic sports.
16. The highest personal and professional ethics and standards.
17. Sensitivity to and understanding of a diverse population.
18. Exemplary interpersonal skills.
19. Type at a speed of at least 50 wpm from clear copy.

EMPLOYMENT STANDARDS/REQUIREMENTS

Any combination of training and experience that indicate possession of the knowledge, skills and abilities listed herein. A typical way to obtain the required knowledge and abilities would be three (3) years of previous experience in administrative and office support work including at least two (2) in a secretarial capacity.

Completion of a college degree or equivalent (Preferred but not required).

SALARY AND BENEFITS

- Salary range – Appropriate placement on the approved CIF Sac-Joaquin Salary Schedule (pay range: \$41,498 to \$53,580).
- Fully paid health, dental and vision plan
- 12 days sick leave per year
- Progressive vacation plan
- Employer share of PERS and Social Security membership

APPLICATION PROCEDURES

All applications/materials **MUST** be submitted electronically to: finance@cifsjs.org

(Email ALL required documents {see below} to contact person listed below. Include ONLY the following in the “Subject” line of the email, “ADMINISTRATIVE ASSISTANT I_2021”)

Contact person: Brian Moore, Finance/HR Manager
CIF Sac-Joaquin Section
(209) 334-5900
finance@cifsjs.org

The following materials **MUST** be included in your application packet (Incomplete application packets will not be considered):

1. Complete CIF Sac-Joaquin Section application.
Note: For an application go to www.cifsjs.org or contact Brian Moore at finance@cifsjs.org
2. A formal letter of interest/Cover Letter
3. A current resume
4. Three (3) **current** letters of recommendation
5. Documentation of certificates, certifications, degrees, and licenses.

Deadline to submit your application packet: **Friday, July 23, 2021**

SELECTION PROCESS

Only those candidates who have submitted the required documents will be considered in the following process.

1. Application deadline - Friday, July 23, 2021
2. Application screening to be completed by Friday, July 30, 2021
3. Initial Interviews – Week of August 2, 2021
4. Reference Checks
5. Second Interviews (if necessary)
6. Job Offer - Week of August 9, 2021
7. Start date - IMMEDIATELY or ASAP

Note: At the conclusion of the close date (7/23/21), the Section MAY work ahead of the established timelines, as deemed appropriate.

CALIFORNIA INTERSCHOLASTIC FEDERATION - SAC-JOQUIN SECTION

JOB TITLE: Administrative Assistant I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist Section management staff, primarily the Associate/Assistant Commissioners, by planning, coordinating, and participating in the support activities related to the assigned responsibilities of Section administration. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job classification performs a wide variety of responsible secretarial/clerical functions, administrative support services related to specific operations and programs of the CIF Sac-Joaquin Section and emphasizes a variety of public relations and “people” communication skills. Performance of these responsibilities requires initiative, organizational skills, problem-solving skills, attention to detail, discretion, sound judgment and shall be performed at a professional level of competence and with due diligence.

SUPERVISOR: Assistant Commissioner

TYPICAL DUTIES:

- Support the mission statement, goals and objectives of the CIF Sac-Joaquin Section.
- Serves as a secretary to the Associate/Assistant Commissioners and assist and support them in all phases of their responsibilities.
- Assist and support Section management staff (Commissioner) as needed.
- Processes administrative details not requiring the immediate attention of Section management staff.
- Performs varied and responsible secretarial duties to assist in the processing and completion of administrative operations.
- Arranges committee and other meetings, as needed, preparing agendas, minutes and/or summaries of actions taken for appropriate approval and distribution.
- Serves as the official Recorder at all CIF Sac-Joaquin Section realignment meetings, assisting in the preparation of agendas and minutes.
- Types a variety of confidential materials including reports, memos, correspondence, forms, newsletters, and letters from oral direction, handwritten copy, or clear draft.
- Greets and interviews visitors/telephone callers and either answers questions concerning Section business, activities and programs or refers person(s) to another source for information.
- Receives and resolves concerns and complaints using knowledge of CIF Sac-Joaquin Section rules, regulations, policies and procedures or refers person(s) to another source for information.
- Distributes material and information to member schools as directed by management, inclusive of the management and publication of the CIF Sac-Joaquin Section Annual Calendar.
- Coordinates the accounting and distribution of NFHS rulebooks to CIF Sac-Joaquin Section member schools and NCOA officials.
- Assists the Associate/Assistant Commissioners in the review/edit and preparation of all CIF Sac-Joaquin Section playoff formats.
- Coordinate various aspects of CIF Sac-Joaquin Section playoff management including but not limited to: securing facility contracts, other ancillary services, and key sponsor representatives.
- Coordinate, plan, organize and manage various CIF Sac-Joaquin Section events including but not limited to: Women in Sports Day, A. Dale Lacky Scholarship/Model Coach Awards Breakfast, Football Championship Luncheons.
- Gathers, organizes, and maintains, via database, various data from member schools. Responsible for verifying proper reporting of information and preparing reports.

- Assists in the organization and preparation of materials/information for various CIF Sac-Joaquin Section events including but not limited to: Administrative Workshop, New Athletic Director Workshop, NFHS LTC Courses.
- Coordinates, oversees, and manages the CIF Sac-Joaquin Section wrestling weight management program.
- Assists in the inventory, preparation, and distribution of CIF Sac-Joaquin Section Championship awards.
- Assist the office staff with general clerical help including but not limited to: maintenance/operation of office equipment and maintenance of office supplies.
- Represent the CIF Sac-Joaquin Section at various playoff events as assigned and needed.
- Undertake and perform other duties/responsibilities as may be assigned by CIF Sac-Joaquin Section management staff (Commissioner, Associate Commissioner, Assistant Commissioner).

EMPLOYMENT STANDARDS:

Knowledge of:

Modern office methods, procedures, practices, and technology, including filing systems (both manual and electronic), receptionist/secretarial and telephone techniques, and letter/report writing.

Proper English usage, grammar, spelling, vocabulary, and punctuation.

Standard office equipment inclusive of: fax machine, copy machine, mail machine, calculators, computers and printers.

Computer software and database programs, inclusive of Microsoft Office suite (word, excel, power point, outlook) and file maker. Preferred knowledge of InDesign and web page (not required).

Ability to:

Perform a variety of secretarial and clerical work.

Analyze situations accurately and adopt an effective course of action.

Learn and understand the operations, procedures, policies, bylaws, rules and regulations of the CIF Sac-Joaquin Section and its role as it relates to the governance of high school sports.

Interpret and apply pertinent Section procedures, policies, bylaws, rules, and regulations and apply them with good judgment in a variety of situations.

Prioritize and coordinate workflow and timelines so as to meet established deadlines or due dates.

Compile and maintain accurate and complete records, reports and files.

Compose routine correspondence independently.

Plan, organize and coordinate a variety of projects.

Make arithmetical calculations quickly and accurately.

Maintain the confidentiality and security of sensitive information.

Take dictation using shorthand or other reasonable means to produce written copy from oral communications quickly and efficiently.

Operate standard office equipment including computer, printer, copier, and calculator.

Effectively utilize computer and computer technology - PC proficient, experience with Microsoft Office suite (word, excel, power point, outlook), file maker. Preferred experience in InDesign and web page.

Type at a speed of at least 50 wpm from clear copy.

Understand and carry out oral and written directions.

Perform independently and in a team environment.

Communicate and collaborate effectively within a team environment.

Meet the public tactfully and courteously and answer questions correctly.

Maintain regular attendance.

Establish and maintain cooperative relationships with those contacted during the performance of required duties.

CHARACTERISTICS

The highest personal and professional ethics and standards.

Sensitivity to and understanding of a diverse population.

Exemplary interpersonal skills.

TRAINING / EXPERIENCE:

Any combination of training and experience that indicate possession of the knowledge, skills and abilities listed herein. A typical way to obtain the required knowledge and abilities would be three (3) years of previous experience in administrative and office support work including at least two (2) in a secretarial capacity.

Completion of a college degree or equivalent (Preferred but not required).

LICENSE / CERTIFICATES:

Valid California "C" Driver's License and evidence of appropriate insurance.

Valid CPR and First Aid Certificates (or ability to obtain).

Typing Certificate

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending or walking.
2. Work assignments are normally located in a work environment with light physical work and require light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 20 pounds.

The CIF Sac-Joaquin Section does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Sac-Joaquin Section
Maintains a tobacco-free, drug-free environment**