

ANNOUNCEMENT OF VACANCY

ASSOCIATE COMMISSIONER - CIF SAC-JOQUIN SECTION

The CIF Sac-Joaquin Section is seeking applicants for the position of Associate Commissioner. The Associate Commissioner is a full-time administrative position, serving as second in command, responsible to the Commissioner of the CIFSJS for the administration, management and operations of all business associated with the organization. The Section is 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.

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 190 member schools (public and private), geographically located from Yuba City in the north to Merced in the south and from Fairfield 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 the Commissioner in the management of sports and playoff activities, inclusive of Championship events.
2. Review, determine and execute eligibility status/rulings of student-athletes by interpreting and applying the rules and regulations as defined in the CIF Sac-Joaquin Section Constitution and Bylaws, including but not limited to transfer eligibility.
3. Governance of assigned sports, which includes supervising sport specific advisory committees, providing interpretation/application of sport related rules as define in the NFHS rules books and the CIF Sac-Joaquin Section Constitution and Bylaws; outlining post-season playoff competition pairings/procedures and organizing championship events.
4. Assist the Commissioner in the alignment of schools within the Sac-Joaquin Section.
5. Serve as a representative of the CIF Sac-Joaquin Section to superintendents, principals, advisory committees, athletic directors and coaches in promoting the interscholastic athletic program.
6. Respond in a timely manner to electronic, telephonic, and written inquiries to the SJS office regarding all aspects of the regular business of the Sac-Joaquin Section.
7. Responsible for editing, revising and updating the CIF Sac-Joaquin Section Constitution, Bylaws, Sports Calendar and Calendar of Events.
8. Oversight, coordination and attendance of assigned Sac-Joaquin Section governance, playoff and seeding committees.
9. Serve as the CIF Sac-Joaquin Section Historian inclusive of maintaining CIF Sac-Joaquin Section championship records.
10. Perform related duties as required and other duties as assigned by the SJS Commissioner.

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 high school sports; playing rules, coaching requirements, philosophy and role of education based athletics.
2. Knowledge of Sac-Joaquin Section and State CIF rules and regulations, inclusive of eligibility rules.
3. Knowledge and understanding of the role of the Section office in relation to our member schools.

4. Knowledge of procedures for the construction of playoff brackets
5. Ability to make effective public presentations, written and oral, and to develop and maintain satisfactory relations with school personnel, news media and the public.
6. Ability to manage, supervise, direct and evaluate employees.
7. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, community members and others.
8. Knowledge of budget and budget development.
9. Excellent public relations, diplomacy and communication skills.
10. Strong leadership, planning and decision-making skills.
11. Effective communication, collaborative and interpersonal skills.
12. Effective skills in planning, organizing, decision-making and coordinating activities.
13. Sensitivity to and understanding of a diverse population.
14. The highest personal and professional ethics and standards.

MINIMUM REQUIREMENTS

1. Bachelor's degree from an accredited college or university.
2. Five (5) years' experience at the high school level in athletic administration or educational administration; or, five (5) years' experience in a sports management position outside the K-12 educational arena.

PREFERRED REQUIREMENTS

1. Master's degree.
2. RAA, CAA, or CMAA Certification
3. Advanced competency in technological skill, inclusive of all programs within the Microsoft Office Suite (Outlook, Word, Excel, Power Point, Adobe Acrobat, InDesign).
4. Some teaching and coaching experience at the high school level.

SALARY AND BENEFITS

The Section will offer the selected candidate a competitive salary based on experience and qualifications including a competitive fringe benefit package.

- Starting salary - \$140,000.
- Fully paid health, dental and vision plan.
- Twelve-month employee (260 days) with 20 vacation days.
- 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, "ASSOCIATE COMMISSIONER_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. Letter of interest/application/cover letter
3. Current resume.
4. Three (3) **current** letters of recommendation.
5. Statement of expectations for the CIF Sac-Joaquin Section for the next five (5) years.

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

SELECTION PROCESS

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

1. Application deadline - Friday, July 23, 2021
2. Application screening completed - Week of July 26, 2021
3. Initial Interviews - Week of August 2, 2021
4. Second Interviews (if necessary) - Week of August 9, 2021
5. Visitations (if necessary) - Week of August 9, 2021
6. Position Offered - Week of August 16, 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.

SAC-JOQUIN SECTION, CALIFORNIA INTERSCHOLASTIC FEDERATION

JOB TITLE: Associate Commissioner

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Associate Commissioner is an administrative / management position, serving as second in command, responsible to assist the Commissioner, of the CIF Sac-Joaquin Section, in the administration, management and operations of all business related to the organization.

SUPERVISOR: Commissioner

TYPICAL DUTIES:

- Assist the Commissioner in the management of sports and playoff activities.
- Assist the Commissioner in the alignment of schools within the Sac-Joaquin Section.
- Review, determine and execute eligibility status/rulings of student-athletes by interpreting and applying the rules and regulations as defined in the CIF Sac-Joaquin Section Constitution and Bylaws, including but not limited to transfer eligibility.
- Serve as a representative of the CIF Sac-Joaquin Section to superintendents, principals, athletic directors, coaches and school staff in promoting the interscholastic athletic program.
- Assist the Commissioner in the supervision and evaluation of staff; supervise the Assistant Commissioner and Administrative Assistants.
- Annually coordinate and oversee the editing and updating of the CIF Sac-Joaquin Section Constitution and Bylaws.
- Oversee and govern assigned sports, inclusive of supervising sport specific advisory committees; providing interpretation and application of sport-related rules as defined in the NFHS rules book and CIF Sac-Joaquin Section Constitution and Bylaws; outline post-season playoff competition pairings; organization, management and supervision of championship events.
- Oversee and manage all aspects of CIF Sac-Joaquin Section League Commissioners meetings, including but not limited to: Agenda development, Preparation of Minutes, Scheduling of Meetings, etc.
- Oversee, while interfacing with the Commissioner, the annual CIF Sac-Joaquin Section administrative workshop.
- Prepare and manage power point presentations for Board of Managers meetings, and other meetings as assigned, and serve as the technology liaison.
- Assist the Commissioner and Finance/HR Manager in the revision of initial and subsequent budgets and budget development in preparation of CIF Sac-Joaquin Section Executive Committee, Economic Viability and Board of Managers meetings.
- Interface with the Assistant Commissioner in regards to maintaining and improving cost control in Championship Events.
- Manage, coordinate and oversee CIF Sac-Joaquin Section merchandise program; seeking out and recommending to the Commissioner potential merchandise vendors, when appropriate.
- Manage, coordinate and oversee the Model Coach program.
- Serve as the CIF Sac-Joaquin Section Historian inclusive of maintaining CIF Sac-Joaquin Section championship records.
- Attend the annual California State Athletic Directors Association Conference, serving as a representative of the CIF Sac-Joaquin Section and assisting the Commissioner in presentations as deemed appropriate.
- Perform related duties as required and other duties as assigned by the SJS Commissioner.

EMPLOYMENT STANDARDS:

Knowledge of:

Sac-Joaquin Section and State CIF rules and regulations, inclusive of eligibility rules
Role of a Section within the CIF and as an extension of the classroom
Procedures and policies for the construction of playoff brackets
High school sports; playing rules; coaching requirements, philosophy and role of educationally based athletics
Basic accepted business practices

Ability to:

Manage, supervise and direct employees
Effectively plan, organize, and coordinate activities
Make effective public presentations, written and oral
Develop and maintain satisfactory relations with school personnel, news media and the public
Effectively utilize computer and computer technology – Mac and/or PC proficient, experience with Microsoft Office Suite (Word, Excel, Power Point, Outlook, Adobe Acrobat); preferred experience in Indesign and web page.
Work effectively with school administrative personnel, peers, parents, community members and others
Maintain the confidentiality and security of sensitive information and materials
Apply good judgment and effective decision-making skills in the performance of required duties
Effectively communicate with tact and diplomacy in both oral and written forms
Plan, organize, and prioritize assigned workload and to meet established timelines
Communicate and collaborate effectively within a team environment

CHARACTERISTICS

The highest personal and professional ethics and standards
Sensitivity to and understanding of a diverse population
Exemplary interpersonal skills

EDUCATION:

Bachelor's degree (required)
Master's degree (preferred)

EXPERIENCE:

Five (5) years' experience at the high school level in athletic administration or educational leadership
AND/OR
Five (5) years' experience in a sports management position outside the K-12 educational arena
Some teaching and coaching experience at the high school level (preferred)

SPECIAL LICENSE:

Valid California Driver's License

RAA, CAA, CMAA Certification (Preferred)

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 requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 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**