



RONALD W. NOCETTI, EXECUTIVE DIRECTOR

CALIFORNIA INTERSCHOLASTIC FEDERATION

CIF STATE OFFICE • 4658 DUCKHORN DRIVE • SACRAMENTO, CA 95834 • (916) 239-4477 • CIFSTATE.ORG

JOB ANNOUNCEMENT

DIRECTOR

Administrator

Application Deadline is May 20, 2024 at 4:00pm

Duties and Responsibilities:

The Director shall be responsible for supporting the operations and functions of the CIF State Office as assigned by the Executive Director. They shall perform such duties and responsibilities at a professional level of competence and with due diligence. These duties and functions may include, but not limited to, the following:

- Support the mission statement, goals, and objectives of the CIF.
- Passion and demonstrated advocacy for high school athletics.
- Understanding of the value of high school athletics to students, to the school and to the community.
- Thorough understanding of the challenges facing high school athletics today.
- Assist the Executive Director in all phases of their responsibilities.
- Act as the CIF State Office liaison with oversight responsibilities for State CIF events and programs as assigned by the Executive Director.
- Act as the CIF State Office liaison with oversight responsibilities for State CIF committees as assigned by the Executive Director.
- Act as the CIF State Office liaison with the NFHS as assigned.
- Additional duties and responsibilities TBD by the Executive Director based on successful applicant's strengths and experiences.
- Assume other responsibilities/duties as assigned.

Qualifications:

- Minimum of five (5) years successful experience as an athletic administrator or equivalent experience.
- Demonstrated successful personality and character traits appropriate for educational leadership.
- Demonstrated ability to communicate and speak clearly and concisely with a wide variety of individuals, including student athletes, coaches, athletic directors, and principals.
- Demonstrated ability to oversee and manage a budget.
- Demonstrated successful ability to work on multiple tasks and under challenging timelines.
- B.A. / B.S. Degree





RONALD W. NOCETTI, EXECUTIVE DIRECTOR

CALIFORNIA INTERSCHOLASTIC FEDERATION

CIF STATE OFFICE • 4658 DUCKHORN DRIVE • SACRAMENTO, CA 95834 • (916) 239-4477 • CIFSTATE.ORG

Preferred Additional Qualifications:

- Successful experience in school administration.
- Successful experience in teaching and/or coaching.
- Master's Degree in related field.
- The ability to manage and direct adults.
- Understanding of the dynamics of the California education environment and high school sports.

Salary and Benefits:

- Placement on the Salary Schedule between \$112,838 - \$137,156
- Full Family Medical and Dental Coverage; Vision for employee only
- PERS Retirement System

Background:

The California Interscholastic Federation is the governing body of interscholastic athletics in California where 1,624 high schools are currently members of the State CIF. Please visit our website to learn more about the organization: www.cifstate.org

Start Date: August 1, 2024

Application/Interview Process: Application deadline is 4 p.m. on Monday, May 20, 2024. In person interviews for selected candidates are anticipated to be held on May 28, 30, and 31. Applicants should forward a letter of interest, a resume, and two current letters of recommendation to:

Ron Nocetti
rnocetti@cifstate.org

CIF Mission Statement

It's bigger than sports. The CIF provides students with the opportunity to belong, connect and compete in education-based experiences.

Every student in California has the unique opportunity to participate and experience being a part of a school team or student organization. The CIF and our school communities support our students' journeys by developing impactful relationships through transformational educators and coaches who provide a healthy environment for growth and development. It is essential to have families and community supporters who display positive behavior which will allow our students to create their own experiences.

