

# CALIFORNIA INTERSCHOLASTIC FEDERATION, SOUTHERN SECTION

Job Title: ASSISTANT COMMISSIONER OF ATHLETICS

Exempt/Non-Exempt Status: EXEMPT

Salary Range: Starting at \$175,720 (negotiable)

Office Hours: 7:30 AM – 4:00 PM -- M, T, W, TH, F

Additional: Seasonal evenings and weekends

Location: LOS ALAMITOS, CALIFORNIA

Reports To: COMMISSIONER OF ATHLETICS

Prepared By: MITCH CARTY

Date: April 17, 2026

Approved By: MIKE WEST

Date: April 17, 2026

**Overall Purpose:** Responsible for the administration and management of assigned Southern Section programs, functions and activities.

**Duties & Responsibilities:**

Essential Duties:

- Review and determine eligibility status of student-athletes by interpreting/applying the rules defined in the CIF-SS Constitution and Bylaws (CIF-SS Blue Book).
- Governance of assigned seasonal sports, which includes supervising sport specific advisory committees, providing interpretation/application of sport related rules as defined in the NFHS rules books and the CIF-SS Blue Book, outlining post-season playoff competition pairings/procedures and organizing championship events.
- Serve as a representative of Southern Section and it's committees which service superintendents, principals, athletic directors, coaches and school staff in an effort to provide education and promotion of the interscholastic athletic program.

Other Duties:

- Responsible for editing and updating the CIF-SS Blue Book and sport calendars.
- Prepare informational bulletins, previews, handbooks, and brochures.
- Performs other duties as assigned or requested by management.

**Relationships/Contacts:**

- Supervise one (1) full-time Program Coordinator.
- Support Finance Office with accounts receivable/payable, payroll and reconciliation of assigned sports budgets and contract obligations.
- Assist Marketing and Communications departments in fulfilling contract obligations.
- Partner with Area Liaisons and assigned sport officials organizations in an effort to adjudicate issues pertaining to ethics, fair play and adherence to sport related rules and monitor incidents of athlete/coach behavior.
- Identify and secure members for administrative and assigned sports advisory committees.
- Hire and manage staff and vendors necessary to conduct assigned events.

**Additional Dimensions:**

- Accountable for reporting monthly timesheet (sick time & vacation used), company credit card expenditures and company related travel.
- Local travel to sporting events and meetings required on occasion.

*The preceding functions have been provided with examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind work assignments and to make reasonable accommodation as needed.*

**Qualification Requirements:**

- Bachelor's and Master's Degree required.
- Demonstrated experience in interscholastic athletics as an administrator, athletic director or coach.
- Knowledge of CIF eligibility rules and appeal procedures.
- Sensitivity to and understanding of a diverse population.
- Ability to make effective public presentations, written and oral, and to develop and maintain satisfactory relations with school personnel, news media and the public.
- Must possess the highest personal and professional ethics and standards.
- Ability to take initiative and solve problems.
- Understand and perform basic computer operations used in business environments.
- Provide specific input for short and long-range planning strategies.
- Demonstrate initiative and independent judgment.
- Provide leadership and motivation for personnel to maintain/improve productivity standards.
- Monitoring and evaluating employees.
- Prioritizing and assigning work.
- Planning, analyzing, and evaluating administrative services, operational needs, and fiscal constraints.
- Effectively communicating technical or complex information.
- Effectively use communication skills to interact with all levels of management and employees.

**Physical Demands:**

-75% sitting, 10% standing, 5% walking, <6% lifting (must be able to lift 40 pounds to transport equipment/supplies to assigned events, assisting with unloading and stocking office supplies), <1% climbing, <1% stooping, <1% bending, <1% squatting.

**Work Environment:**

- Exposure to outside weather (local conditions) and loud gymnasiums/stadiums.
- (10% of time) daily outdoor work including: dampness, dirt, noise, temperature extremes, vehicle fumes, petroleum products, chemicals, vehicle vibrations, traffic, bad road or weather conditions, and for eye/hand/foot coordination.
- (90% of time) to work indoors, and to work in confined spaces.

**Benefits:**

- Regular full-time position.
- Participation in CalPERS Defined Benefit Plan.
- Paid health, dental, vision and life insurance paid to company defined cap.
- Two (2) vacation days earned per month.
- One (1) sick day earned per month.
- Paid holidays.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

<b>Required Documents:</b>	-Letter of application (introduction and interest in position). -Resume (complete listing of training and experience). -Letters(s) of recommendation (Two letters dated within the past year. Letters must be signed and have an address and phone number for verification purposes).
<b>Timeline:</b>	APPLICATION DEADLINE: Friday, May 8, 2026 at 12:00 pm. INTERVIEWS: Weeks of May 18 & May 25, 2026 SELECTION: Thursday, June 4, 2026 DESIRED START DATE: July 1, 2026
<b>Contact Person:</b>	Mitch Carty CIF Southern Section Chief Financial Officer 562-719-0380 mitchc@cifss.org
<b>Posting Notes:</b>	Email ALL required documents in <u>ONE pdf file</u> (letter of application, resume and letters of recommendation) to contact person listed above. Include <b>ONLY</b> the following in the “Subject” line of the email, “ASSISTANT COMMISSIONER.” <b>ONLY electronic submissions will be accepted.</b>