

JOB DESCRIPTION

JOB TITLE: Assistant Commissioner of Sports and Championships

PROGRAM / DEPARTMENT: Sports

REPORTS TO (Title): Commissioner

FLSA STATUS (Exempt or Non-Exempt): EXEMPT

SUPERVISORY RESPONSIBILITY: As assigned by Commissioner.

POSITION SUMMARY:

- This position is an active member of the Administrative/Management team and serves in a managerial and leadership role within the NCHSAA Sports program.

ESSENTIAL FUNCTIONS:

- Responsible for the preparation and distribution of information concerning sports seasons and regulations during regular season play, including but not limited to maintaining expertise in NCHSAA Handbook rules and regulations and providing competent advice on the administration of the sports' program.
- Direct oversight and administration of select sports.
- Manage and coordinate sanctioned sports by:
 - Coordinating the preparation and distribution of sports and championship regulations and communications
 - Coordinating the selection of regional and state tournament sites
 - Traveling to and administering certain championship events
 - Maintaining oversight of the sports' budget
- Manage the enforcement of violations and penalties in concert with the Commissioner.
- Serve/Chair various state and national committees and shall participate in staff, Board of Directors' meetings and/or activities when assigned and/or requested.
- Serve as a staff liaison for committees with the Board of Directors
- Effectively speak on behalf of the NCHSAA and make presentations at rules clinics, regional meetings and/or national meetings.
- Work effectively with coaches, coaches' associations, officials, school administrators and community organizations.
- Communicate and promote the value of education-based athletics participation, the value of sporting behavior, and the mission of the NCHSAA.

OTHER FUNCTIONS

- Assist association staff with review of waiver requests.
- Answer written and oral correspondence related to issues in assigned areas.
- Assist the Commissioner and association staff in any and all duties as assigned or requested.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUIPMENT USED

- Computer
- Phones
- Printer/Copiers
- Vehicles

WORKING CONDITIONS

- Daily responsibilities typically in an office setting

- Evening and weekend work required occasionally.
- Travel in-state and out-of-state required for state and national meeting attendance.

PHYSICAL AND MENTAL REQUIREMENTS:

- Medium to Heavy work: Exerting up to 50 pounds of force occasionally and/or up to twenty pounds of force as frequently as needed to move objects.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree required.
- A minimum of ten (10) years of experience in education-based athletics.
- Master's degree preferred.
- Experience working as an athletic director in a high school is preferred over college administrative experience.

KEY COMPETENCIES:

- Requires knowledge of North Carolina secondary school athletic program management and eligibility rules for interscholastic competition.
- Ability to effectively and concisely read, interpret, and implement NCHSAA and NFHS rules and policies with fairness and consistency as well as NCHSAA Bylaws.
- Must possess clear and concise oral and written communication skills.
- Ability to effectively lead a team of individuals towards common objectives and goals.
- Strong delegation skills essential to the planning and organization of Sports Department objectives and responsibilities.
- Capacity to deliver effective presentations and motivation through public speaking opportunities.
- Ability to plan and manage events that aid the organization in meeting its vision and mission.
- Must be detail-oriented and able to deliver accurate work within established deadlines through excellent time management skills.
- Must exercise independent judgment and decision-making in all facets of the position.
- Must be able to manage and successfully complete multiple tasks/projects with accuracy while meeting deadlines.
- Adapts to changing work environments, work priorities and organizational needs.
- Seeks appropriate solutions to issues at hand through analysis of data and relevant information.

LICENSES AND KNOWLEDGE REQUIREMENTS

- Required to obtain the Certified Athletic Administrator (C.A.A.) designation from the NIAAA or be willing to work towards certification upon employment.
- Required to obtain the Level 3 coach's designation from the NFHS or be willing to work towards certification upon employment.
- Valid driver's license.
- Adobe Creative Suite knowledge or willingness to learn.
- Microsoft Office proficient

BENEFITS

- Employer provides 100% premium payments for health, dental, vision, group life, short-term disability, and AD&D insurance
- Health Savings Account available with employer contribution
- 401 K retirement plan with highly competitive match
- Paid Leave

SALARY

- Starting salary will be determined based upon candidate's experience and expertise. Salary range will be discussed in more detail during the interview process.