

**Kansas Jayhawk Community College Conference (KJCCC)**  
**Position Description**

**JOB TITLE:** Commissioner

**RESPONSIBLE TO:** KJCCC Member Presidents

**MONTHS PER YEAR:** 12      **HOURS PER WEEK:** Exempt      **UPDATE:** 12/2017

**The Commissioner serves as the primary spokesperson for the Conference, the primary liaison to the National Junior College Athletic Association (NJCAA), and a liaison between the Presidents, Athletic Directors, Coaches and groups associated with each sport. The Commissioner will assure appropriate officiating for all sports, and provide overall administrative leadership and management for the KJCCC.**

- a) As the Executive Officer of the Conference, the major function of the Commissioner is to maintain a high quality intercollegiate athletic program through prudent interpretation and enforcement of the Conference Constitution and By-Laws.
- b) Provide enthusiastic leadership and promote the Conference through the Conference web site, social media, and regular media outlets.
- c) Serve as the professional consultant for the Conference Administrative Body and the Executive Committee
- d) Recommend changes in the Constitution and By-Laws that will enhance conference activities and make other recommendations that will expedite conference business.
- e) Serve as one of the NJCAA Region VI Directors or an NJCAA Officer in conjunction to serving as Commissioner.
- f) Accept delegated authority to direct all conference functions per the Constitution and By-Laws
- g) His/her principal responsibilities are as follows:
  - 1. Interpret and rule on all questions regarding the Constitution and By-Laws and their enforcement. Be accessible, by phone and e-mail and respond to requests for interpretation made by a Conference Athletic Director or President
  - 2. Conduct such investigations as deemed appropriate, and assess penalties against member colleges, coaches, athletes, and others for violations of conference Constitutions, and By-Laws, and Code of Ethics. He/she shall consult the NJCAA officials when appropriate. Any communication or release of information concerning an investigation or enforcement actions related to an investigation may only be released under the authority of the President of the KJCCC
  - 3. Attend all meetings of the athletic and officiating committees, regular and special meetings of the administrative body, meetings of the Executive Committee, and meetings of the conference coaches. These meetings may be electronic or conference phone call

4. In conjunction with the conference athletic directors, organize and direct the scheduling of conference sports. Scheduling should be completed by the spring meeting after which schedules will be forwarded to conference athletic directors
5. Hire and evaluate designated supervisors to assign sports officials and help coordinate appropriate officiating clinics
6. In conjunction with sport supervisors, appoint and oversee the hiring of all post season game officials.
7. Establish an appropriate selection process for all-conference teams and coordinate their release to the media.
8. Keep records of conference championships and all-conference selections in recognized conference sports.
9. Schedule visits to member college campuses as often as practical to meet with member college presidents in addition to attending athletic events.
10. In conjunction with the KJCCC Secretary/Treasurer, establish an annual budget for presentation to the KJCCC Executive Committee prior to the spring meeting.

Required Qualifications:

- Bachelor's degree required and a working knowledge of NJCAA
- Minimum of five years of senior administrative experience in intercollegiate athletics
- Strong interpersonal and decision-making skills, an ability to effectively communicate and build relationships with internal and external constituents within the KJCCC, other member conferences, the NJCAA national office and beyond
- Strong background in fiscal management and contract negotiations

Preferred Qualifications:

- Advanced degree in athletics administration or related field (Master's, Doctorate or Juris Doctorate)
- Experience as a Director of Athletics within institution or Commissioner or Associate Commissioner within a conference