



POSITION DESCRIPTION

JOB TITLE: Commissioner of Athletics Job Class: 0375		
DATE	DEPARTMENT OR SCHOOL Recreation	DIVISION Athletics
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Administers and supervises the programming of the high-school interscholastic athletic program.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Directs and administers the interscholastic athletic program for Milwaukee Public Schools (MPS) within the approved rules and regulations.
2. Establishes and schedules the participants, the dates of competition, the playing sites and other details concerning city conference events.
3. Interprets and enforces rules and regulations regarding player eligibility and the conduct of players and coaches.
4. Establishes a qualified athletic official list and assigns and supervises the performance of the athletic officials. Maintains records and statistics and provides to interested parties, including the media.
5. Develops and prepares the interscholastic budget to include costs involved with personnel, equipment, transportation and other necessary expenditures for athletic activities. Monitors expenditures from the approved budget.
6. Formulates and oversees the bid process for bids for athletic equipment.
7. Establishes and promotes in-service training activities for coaches and other staff.
8. Conducts and attends meetings with coaches, school administrators and others as necessary.
9. Prepares interscholastic athletic procedure manual and the athletic yearbook on an annual basis.

10. Actively supports the MPS Strategic Plan.

11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction provided by the Director, Department of Community Recreation.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervision of assigned clerical staff; responsible for all levels of supervision for 300+ school sport officials.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree in Physiological Sciences, Exercise Science, Sports Management or a related field.

Experience Requirements

5 years of previous experience in school athletics as a coach or athletic director.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. An understanding of events scheduling, athletic eligibility, official record and statistics management and related matters is necessary. Incumbent must be able to work collaboratively with individuals who do not report to the position. Effective leadership in high school sporting events through participation in related events and organizations is necessary. A strong commitment to equity and multiculturalism and the ability to work with diverse groups is required. Intermediate computer skills to include MS Word and Excel programs necessary. Excellent problem solving and crisis management skills are essential. Must have skill in prioritizing activities; for self and for others. Employee development and performance management skills are essential. The ability to handle multiple responsibilities with differing deadlines is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment, extended hours to attend sporting events and travel. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT

INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.