

Cal North – District Administrator

Job Title

District Administrator

Employment Classification

This is a salaried (FLSA Exempt) position with compensatory benefits.

Reporting Structure

Reports to the Executive Director

Job Summary

Under direction of the Executive Director, the District Administrator will be responsible for directing growth in several programs operated within the district. This position will provide assistance for marketing and creating budgets. In addition, this position will be responsible for the following: financial performance of identified programs, planning and implementation of California Select League, District Cup, Jr Cup or Association Cup. The District Administrator will be expected to travel the district to ensure programs and events are best in class for the membership. This position will supervise a variety of employment classifications as determined by the Executive Director.

Minimum Qualifications

- A BA or BS degree in Business or Sports Management or other similar degree. A minimum of five years' experience in a supervisory position overseeing programs related to business or sports management may be substituted for the degree requirement.
- Possession of a US Soccer B Coaching License

Minimum Technical Requirements

Must be proficient in word and spreadsheet documents; must be willing to learn and become proficient in new software programs as they relate to the operations of Cal North.

General Duties and Responsibilities

- Establishing dates, locations, and formats for all competitions
- Developing standards for competitions and levels of play for District, Leagues, Clubs, Coaches, Players, and Parents
- Directing various events including, but not limited to, California Select League, District Cup, Jr Cup or Association Cup, and other events related to District administrator

- Development of planning standards, staffing requirements, and budgets with Executive Director
- Other duties as assigned from time to time by the Executive Director

Areas of Proficiency Required

- Problem Resolution – resolves problems in a timely manner, gathers information, and works adeptly in problem solving situations

- Oral Communication – Responds well to questions and participates in meetings
- Teamwork – Balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, and contributes to building a positive team spirit
- Written Communication – Writes clearly and effectively, edits work for spelling and grammar, and presents numerical data efficiently
- Organizational Support – Follows policies and procedures and completes tasks correctly and on time
- Planning/Organizing – Uses time efficiently and seeks additional resources when warranted

Additional Desirable Qualifications

- US Soccer “A” Coaching license
- An ability to speak and write in conversational Spanish

Work Environment

Office hours are 8:00 AM – 5:00 PM Tuesday, Thursday and Friday.

Due to the nature of this position, the work schedule may vary at times. The job may require occasional work on weekends and outside of normal business hours.

Salary and Benefits

Salary shall be negotiable based on experience.