



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
POSITION OPENING: Manager of Officiating
Administration

Application Deadline: February 10, 2023

POSITION OVERVIEW

Reporting to the Director of Officiating & Sport Management, the Manager of Officiating Administration is responsible for daily operations of the Officiating administrative functions of the organization; providing guidance, education and rulings to member school administrators based upon the OHSA constitution and bylaws; and responding to the needs of Contest Officials, Directors of Officiating Development, and District Administrators for the OHSA sports tournament program. The position is also responsible for daily operations of officiating registration, serves as the main point of contact for discipline issues related to Officials as well as coach and player ejections. Position requires occasional weekend and evening hours and in-state travel.

OHSA OVERVIEW

Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. Approximately 816 high schools and nearly 760 7th-8th grade schools belong to the OHSA, which represents over 350,000 students competing in 26 sanctioned sports (13 for boys and 13 for girls). Schools voluntarily become members of the OHSA. The Association renders decisions on student eligibility, organizes state and regional tournaments with nearly 1.2 million fans in attendance, and manages the licensing of over 15,000 officials. The OHSA currently collects no membership dues and receives no tax money. The Association operates a \$19 million budget with the primary source of financial support coming from tournament gate receipts.

The OHSA's mission statement is "To serve our member schools and enrich interscholastic opportunities for students." Its motto of "Respect the Game" places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

The Association employs a staff of approximately 20 full-time employees at its office in Columbus and dozens of tournament and temporary workers statewide. The OHSA is organized into six geographic regions called athletic districts. Each nine-member District Athletic Board assists the OHSA in conducting sectional and district tournaments and employs a treasurer and secretary to handle administrative and financial responsibilities. The OHSA Board of Directors is made up of nine (9) voting members representing the Districts and two (2) ex-officio members who meet monthly in Columbus.

PRIMARY RESPONSIBILITIES

The Officiating Administrator supports member schools in the following manner:

- Cultivate the mission and values of the Association; further the priorities in the recently adopted strategic plan and suggest new processes and approaches to achieve them; assist in achieving strategic long and short-term departmental goals.
- Assist in the coordination of local officials organizations including, but not limited to, acting as primary point of contact for all local association secretaries and officers; lead information gathering for Tournament Officials Selection Process including collecting and tabulating association, secretary and interpreter votes.
- Serve as main point of contact for management and processing of officials registration, renewals and disciplinary actions including, but not limited to, centralizing licenses, annual renewals, registrations, transfers, and reinstatements.
- Process Official's reciprocity requests with other states and organizations.
- Work collaboratively with the Manager of Officiating Administration to deal with ejections and suspensions of coaches, athletes, officials and teams.
- Serve as the main point of contact for issues related to discipline, ejections and complaints related to officials across all sports.
- Process all disciplinary issues involving officials across all OHSA sanctioned sports.

- Process ejection reports for all OHSAA sponsored sports including, but not limited to, communicating with Sports Administration staff, school personnel, assigners and officials.
- Serve as main point of contact for all player and coach ejections including, but not limited to, monitoring compliance with all suspension rulings; review of officials' reports and communicating with schools and assigners.
- Serve as supervisor for interns as needed in the Officiating office including recruiting, onboarding and ensuring robust supervision with the Manager of External Relations.
- Attend Various OHSAA meetings as requested and assigned.
- Provide member schools with prompt responses to phone and email inquiries.
- Being professional at all times is an essential function of this position, especially when dealing with members or fellow employees whether in person, over the telephone or through email communications. All employees are entitled to a 100% non-hostile environment.
- Perform other duties as requested by supervisor.

QUALIFICATIONS, SKILLS & CHARACTERISTICS

Qualifications

- **Education:** Minimum of Bachelor's degree required.
- **Experience:** Prior experience working in a professional office environment required; prior customer service experience required.
- Prior exposure to OHSAA athletic rules and regulations preferred.
- Prior exposure to OHSAA Handbook for Officials preferred.
- Prior experience managing a budget preferred including working knowledge of budget monitoring and reviewing and approving expenditures.
- Previous experience with managing large-scale events or tournaments a plus.
- **Technology:** Proficient in utilizing Microsoft technology including: Word, Excel, Teams, PowerPoint.
- **Equipment:** Standard office equipment.
- Occasional local and statewide travel for tournaments and stakeholder events; valid driver's license required.
- Desire to learn.

Required Knowledge, Skills & Abilities

- Must believe in the core values of the OHSAA and be driven by its mission.
- Comprehensive knowledge of OHSAA rules, regulations, constitution and bylaws and other educational materials published by the Association (i.e., OHSAA web page, handbook, etc.).
- Thorough knowledge and understanding of OHSAA Officiating & Sports Management standards and reporting requirements.
- Ability to develop and formulate working processes, policies and procedures.
- Ability to design and implement systems necessary to collect, maintain and analyze data.
- Ability to collect information, analyze differing viewpoints, determine applicable rule/regulation and make decisions consistent with the mission, vision and strategic plan of the Association.
- Research, analytical and critical thinking skills; high degree of comfort in analyzing information.
- Interpersonal and communication skills; comfort with public speaking; ability to effectively communicate key information to senior management, Board of Directors, appeals panels and courts of law.
- Ability to maintain confidentiality and be sensitive to legal issues.
- Ability to create and manage program budgets; responsibility for direct management of finances of organizational unit; ability to manage complex budgets successfully.
- Ability to communicate effectively in writing and verbally using proper grammar and solid comprehension of English language.
- Excellent time management skills with proven ability to meet and exceed established deadlines and respond in timely manner.
- Excellent organizational skills and attention to detail.
- Professionalism and a consistent and positive customer service image when interacting with members, co-workers and others involved with Association business.
- Ability to cooperate, collaborate and communicate with co-workers, supervisors, member schools, Board members, vendors, the public and others involved with our Association to foster a cooperative environment and to work in a collegial fashion.

- Skilled at working through challenging situations, delivering difficult messages with tact and empathy and de-escalating emotional situations.
- Understanding of and compliance with Association workplace policies and procedures including safety procedures.

Note: Background check required.

EMPLOYMENT BENEFITS

- Compensation is commensurate with education, experience and non-profit standards. The anticipated full-time starting salary will be in the mid \$50's.
- Generous benefit package includes employer-sponsored medical/vision/dental insurance, contributions to retirement program, paid vacation, sick, personal and holiday leave and cell phone allowance.
- Other benefits as approved by the Board of Directors.

TIMELINE

- Complete application materials must be received via email by **Friday, February 10, 2023** to be considered.

APPLICATION PROCESS

Submit the following materials as one (1) PDF file to officialadmin-job@ohsaa.org

- Letter of interest
- Resume
- One-page (1) (maximum) description of the top three (3) reasons you should be selected including examples of your successful performance in areas critical to this position
- List of four (4) professional references with complete contact information

No contact other than application materials described above will be accepted.

Candidates are encouraged to visit the OHSAA website (www.ohsaa.org) for more information.

OHSAA is an affirmative action/equal opportunity employer. OHSAA provides equal employment opportunity to all individuals regardless of their race, age, religion, sex (including sexual orientation and gender identity), ethnicity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

