



CCS SECRETARY

The position of Secretary is an annual appointment made by the CCS Commissioner. This is a full-time, twelve-month position. The hours are regular during most of the year, however, during playoffs, the hours may vary depending upon job demands. The secretary is expected to work as many hours as needed during playoffs, including Saturdays and Sundays completing tasks necessary to insure professional support to all CCS staff. The usual hours of work are 8:30-4:30 M-F. In order to compensate the secretary for extra hours worked during the CCS playoffs, summer hours are reduced to 30 hours a week, scheduled as agreed upon by the Commissioner and the secretary. In addition to the "regular" holidays taken by the office, the secretary earns two weeks of vacation that cannot be accrued from one year to the next.

1. MAINTENANCE OF FILES

- Maintain film library
- Maintain playoff files.
- Maintain, and coordinate collection of Team Roster Forms, and Season Summary forms

2. CCS SERVICES

- Typing, duplicating, collating and distributing all seasonal playoff information materials (e.g. PIB's, Tournament Guides, Member Directories, Administrative packets, Site Director's binders, etc.)
- Assist Office Manager with duplication and collation of all mailings.
- Update Tournament Forms, playoff dates, meetings & events calendars on the web site as well as for distribution and required annual updates for publication
- Answering telephones and managing messages
- Collating and distributing faxes
- Distributing and filing Officials Incident Report forms
- Prepare, duplicate and distribute all regular outgoing correspondence in coordination with the Office Manager
- Maintenance, expansion, updates of CCS web page.
- Daily updates of games wanted section of CCS web page.
- Daily backup of computer systems
- Liaison with tech support for all service on server and computers
- Attend, take minutes, prepare minutes and distribute minutes for all Executive Committee and Board of Managers Meetings (approximately 6 meetings a year)
- Preparation of press releases for Honor Coaches, Scholar-athlete scholarship and Distinguished Service recipients in coordination with the Office Manager
- Collect, file and organize Tournament Sanctioning applications
- Assist Commissioner, Assistant Commissioner, Events Coordinators and Office Manager in other tasks as assigned.

3. OUTSIDE PRINT JOBS SUPPORT:

- Layout, design, typing of all team rosters for game programs
- Coordination of delivery and pickup of CCS playoff programs in all sports.
- Correspondence with State CIF for program covers, delivery and quantity
- Design, inventory and coordination in ordering certificates

4. PLAYOFFS

- Maintain all playoff files
- Maintenance, Inventory, reconciliation, storage and organization of all CCS events equipment. (e.g. hand stamps, calculator packs, signs, ticket boxes, tables, canopies, radios, cash boxes, security ropes, PA systems, sponsor banners, batteries, etc.)
- Create and produce signs, floor, field and media passes
- Liaison with T-shirt supplier—ordering, inventory, distribution, managing contracts
- Liaison with other merchandise suppliers (e.g. hats, staff shirts, visors, etc.)—ordering, inventory, distribution, managing contract(s)
- Updating, typing, duplicating, distributing, laminating and maintaining general playoff materials (e.g. Admissions signs, Sportsmanship notices, Site Director expectations, Contractee Vendor Invoices, meeting vouchers, conflict sheets, permanent visitors and home team signs etc.)
- Preparation of appropriate PA announcements and scripts for announcers
- Distribution of appropriate sponsor banners
- Notify members of seeding, evaluation and organizational meetings
- Scheduling pick up, deliveries, and returns for CCS playoff site materials
- Create voucher coupons for free programs
- Attend and assist with t shirt sales, typing of brackets etc. during all seeding meetings.
- Duplicate and distribute hosting packets for all sites
- Create brackets for web publication
- Fax awards ceremony behavior expectations to finalists
- Pack all boxes for playoff sites and Site Directors
- Inventory official balls, prepare for distribution at seeding meetings
- Create Site Director binders

5. AWARDS

- Ordering all awards, medals and plaques
- Inventory of all awards, medals and plaques
- Preparing all awards, medals and plaques for presentation at CCS finals
- Ordering any additional awards, medal and plaques
- Liaison with awards supplier—managing the contract

6. WEBSITE SUPPORT

- Create and post new pages made for website
- Update and maintain the Games Wanted/Needed Page
- Update and maintain all playoff information pages
- Update and maintain the tournament sanctioning information
- Update and maintain awards pages
- Update and maintain meetings, deadlines, calendars etc.
- Coordinate design and changes and additions to web site with CCS Commissioner
- Responding to e-mail inquiries for information.

Other duties as assigned.

The salary range is commensurate with experience; range begins at \$25,000,
Benefits: PERS retirement (100% paid by employer); \$500/month medical benefit for employee
to purchase health benefits through the PERS cafeteria plan.

The CCS is an equal opportunity employer