

Commissioner - Southern California Football Association  
(SCFA)  
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=257533>

Downloaded On: Jun. 2, 2025 10:21am

Posted May 30, 2025, set to expire Jun. 13, 2025

<b>Job Title</b>	Commissioner - Southern California Football Association (SCFA)
<b>Department</b>	SCFA Commissioner-25
<b>Institution</b>	Cerritos College Norwalk, California
<b>Date Posted</b>	May 30, 2025
<b>Application Deadline</b>	06/13/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
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**Job Description**

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**Commissioner - Southern California Football Association (SCFA)**

**Salary:** \$30,000.00 Annually

**Job Type:** Technical and Paraprofessional

**Job Number:** SCFA Commissioner-25

**Closing:** 6/13/2025 11:59 PM Pacific

**Location:** Los Angeles County, CA

**Department:** SCFA Commissioner-25

**Division:** Kinesiology

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## Description

The **College Presidents, Athletic Directors and Head Football Coaches of the member institutions of the** Southern California Football Association are seeking qualified applicants for the Conference Commissioner position.

**\*Please note: This is not a Cerritos College job.**

## About the Southern California Football Association

The Southern California Football Association (SCFA), a premier conference within the California Community College Athletic Association (3C2A), features 36 community college intercollegiate football programs competing across two divisions and multiple conferences. This structure ensures competitive balance and supports the academic and athletic development of over 3,000 student-athletes annually. The SCFA is committed to excellence on the field and in the classroom, fostering values such as self-discipline, teamwork, sportsmanship, leadership, and fair play in a diverse and inclusive environment.

## Purpose of the Southern California Football Association

To govern and regulate the sport of football for member colleges in compliance with the rules and regulations of the COA/3C2A Constitution and Bylaws in order to provide an environment which emphasizes academic achievement and a positive athletic experience for the student-athletes of member colleges.

## Job Duties

### Essential Duties & Responsibilities

- Responsible to the Football Conference membership, the 3C2A Executive Director and the 3C2A for the implementation of and compliance with the 3C2A Constitution and the Football Conference rules and regulations.
- Administer the rules and procedures of the Football Conference as authorized by 3C2A Constitution
- Make and provide rule interpretations for Football Conference members when appropriate.
- Meet regularly with the **3C2A** Executive Director on Football Conference and 3C2A matters.
- Serve as a communication link for Football Conference members with the **3C2A** Executive Director and the 3C2A.
- Provide general administrative services for the Football Conference including contest scheduling,

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sanctioning eligibility, participation lists, protests, and facilitating the appeals process.

- Develop a proposed budget for the Football Conference to include all estimated income from all sources and all estimated expenses of the Football Conference for the ensuing year. Maintain financial records and deliver such records for periodic audit.
- Investigate alleged rule infractions, receiving and processing report findings to the Executive Board for appropriate action. Results shall be forwarded to the **3C2A** Executive Director.
- Provide information to the **3C2A** Executive Director, and/or the **3C2A** when requested.
- Be responsible for the day-to-day administration of the Football Conference.
- Be responsible for the day-to-day finances of the Football Conference subject to audit by the Executive Committee or other auditor as selected by the Executive Committee
- Act as an official representative to the **3C2A**, as well as attending all meetings pertaining to football.
- Prepare financial reports for the year-end for Executive Board and General Assembly meetings.
- Recommend needed support personnel and needed committees to Executive Committee.
- Recommend a Director of Football Operations to the Executive Committee for approval by a majority vote.
- Interpret and enforce the Constitution, By-Laws and Supplement.
- Interview and recommend Officials Association to the Executive Committee.
- Rule on all cases of eligibility.
- Maintain files of all Football Conference rulings.
- Suggest changes and modifications in the Constitution, By-Laws, and Supplement.
- Develop a master football schedule for Football Conference members.
- Assign colleges to Football Conference division/ **league**. The commissioner shall rely on the Competition Committee to offer recommendations relative to division assignment. The commissioner has the authority to assign colleges to divisions/ **leagues**. **A decision on conferencing by the commissioner may be overruled by 2/3 vote of the entire Executive Committee.**
- In conjunction with the Director of Football Operations, liaison between member colleges and the Officials Association selected: Keep records of all student-athlete ejections and or suspensions and provide Football Conference college members with this information on a weekly basis. Review complaints regarding officials received from member colleges with Commissioner of Officials Association.
- Prepare and distribute Football Conference passes among member colleges.
- Perform other administrative duties as may be required by the Executive Board or the **3C2A** Executive Director.
- Supervise and direct the work of the Treasurer, Director of Football Operations and Sports Information Director.

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- Work with the Football Conference Appeals Board in: Providing the necessary back-up materials one week in advance of the Appeal Board meeting, setting up time, date and place of meeting and facilitate selection of the Appeal Board Chair.

### Minimum Qualifications

#### Qualifications

- 5 + Years as a Head College Football Coach in the 3c2a.
- Bachelor's degree from an accredited institution.
- Demonstrated knowledge of **CCCAA Constitution**, bylaws, and football conference governance.
- Experience in **rule interpretation**, eligibility oversight, and compliance enforcement.
- Proven ability to manage **budgets and financial reporting**.
- Strong communication skills, including experience serving as a liaison between organizations.
- Experience in **conflict resolution**, investigations, and appeals processes.
- Proficiency in organizing and managing **scheduling, records, and administrative logistics**

#### Preferred Qualifications

- Master's degree in Sports Management, Education, Business Administration, or related field.
- 5+ years of progressively responsible experience in **intercollegiate athletics administration**. Preferably at the 3c2a level.
- Prior experience as a **conference commissioner** or equivalent leadership role.
- Familiarity with **California Community College Athletic Association (3C2A)** operations and policies.
- Experience working with **officials' associations** and managing officiating assignments or disputes.
- Demonstrated ability to **develop and implement policy**, including constitutional amendments and bylaw revisions.
- Experience with **student-athlete discipline tracking** and reporting.
- Strong organizational skills with experience in **conference realignment or divisional assignments**.
- Proficient with technology used to participate in the communication, record keeping, administrative, and financial work of the 3C2A and conference members.

### Supplemental Information

#### Salary

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\$30,000 stipend yearly plus travel expenses not to exceed \$750.

**Submission Requirements**

- Letter of interest indicating why you are interested in the position and how you meet the qualifications for the position.
- Current resume.
- List of 3 professional references
- One-page vision statement regarding about your vision for the SCFA moving forward.

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4954779/commissioner-southern-california-football-association-scfa>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

SCFA Commissioner-25  
Cerritos College

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