

Announcement of Position

Business Administrator

***Mission Statement:
“Excellence in Teaching and
Learning”***

**Sevier School District
180 East 600 North
Richfield, UT 84701**

ANNOUNCEMENT OF POSITION

To All Prospective Candidates:

The Sevier School District Board of Education is currently seeking qualified candidates for the position of Business Administrator:

Please address applications, credentials, and requests for information to:

***Richard Stowell, Executive Director
Utah School Boards Association
860 East 9085 South
Sandy, Utah 84094
(801) 878-0680
www.usba.cc***

All applications and materials will be reviewed. Those candidates deemed most qualified will be granted an interview with the Sevier Board of Education.

***Sevier School District is an
Equal Opportunity Employer***

DEADLINES

All applications and other materials must arrive at the office of the Utah School Boards Association no later than 5:00 p.m., August 22, 2013. Interviews will be conducted the first week of September 2013. The desired starting date for the new Business Administrator to begin full-time is on October 1, 2013.

APPLICATION AND SELECTION PROCEDURES

Candidates should submit a formal application that includes the following:

1. A letter of interest (not to exceed 3 pages), detailing the applicant's:
 - a. View of the role of the Business Administrator
 - b. Special competencies for the Business Administrator position
 - c. Interest in the Business Administrator position in the Sevier School District
2. A current resume
3. Transcripts of college credits
4. Three current letters of recommendation

SALARY AND BENEFITS

Salary is negotiable, depending on qualifications, education, and experience. The provided comprehensive benefit package includes:

- Group Health Insurance
- Long Term Disability and Life Insurance
- State Retirement System including 401K Retirement Account
- Defined Medical Benefit

QUALIFICATIONS

1. Candidates must have a minimum of a Bachelor's Degree in Accounting, CPA, MBA or previous experience in school district or governmental finance. The preferred candidate would hold a Masters Degree, CPA Certification or MBA and have experience in a school district or governmental finance.
2. Must be able to perform a full range of school district financial and supervisory duties.
3. Must be able to analyze and interpret data.
4. Must be able to perform complex tasks using word processing, database, and spreadsheet applications.
5. Must be able to communicate effectively and work collaboratively with others.
6. Must have a knowledge of and/or record of sound budget strategies.
7. Must have a strong background in administrative technology applications and their implementation into an integrated working environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as Clerk and Treasurer of the Board of Education.
2. Implements, models and evaluates performance and effectiveness of procedures, practices, and staff according to industry standards for effective and efficient budgeting and accounting operations.

3. Organizes jobs and assignments in the budgeting functions of the district in order to ensure reliable, efficient, and effective management of district resources.
4. Assists the Superintendent to prepare annual district budget.
5. Files district, state, and other governmental reports in a timely manner and with accuracy.
6. Regularly provides in-service to district employees to ensure adequate leadership in school district business operations.
7. Establishes procedures and practices that provide for accountability and the protection of district and school assets.
8. Establishes and maintains high standards of staff behavior through policy and procedure.
9. Regularly participates in staff and Board meetings.
10. Maintains a harmonious relationship with the Superintendent and the Board.
11. Provides sound information and advice on budgeting.
12. Keeps the official records for the district.
13. Manages the district employee health, dental and long-term disability insurance plans, along with the defined medical benefit policy.
14. Other duties as assigned by the Superintendent.
15. Supervises all support service functions of the District to include, School Food Service, Transportation, Maintenance of Facilities, Administrative Technology and other areas as necessary.

SEVIER COUNTY SCHOOL DISTRICT

Board of Education and Superintendent:

Clint Johnson, President; Jack Hansen, Vice President; Don Naser; Tom Hales; Richard Orr; and Dr. Cade Douglas, Superintendent

Sevier County is located in the heart of one of the most scenic places on earth midway between Los Angeles and Denver.

Just a few hours away are seven national parks: Zion, Bryce, Arches, Canyonlands, Great Basin, Capitol Reef, and the North Rim of the Grand Canyon. Part of Sevier's Cathedral Valley lies in the Capitol Reef National Park. The American Indians called it the "Land of the Sleeping Rainbow."

The current population of the County is estimated at 20,971 and has continued to grow at a slow but steady pace.

The District just passed both a new \$46 million dollar bond and .0006 Voted Local Levy elections on June 25, 2013, which demonstrates the ongoing support of the Citizens of Sevier County towards Education. These were two very large initiatives that have been in the works for a couple of years, culminating with the special election results. The Bond passed at 70.06% FOR and the Voted Local Levy passed at 61.66% FOR.

The Sevier School District enrolls over 4,600 students and has been growing at a less than 1% pace the last few years.

- 12 K-12 Schools, 3 high schools, 1 alternative high school, 3 middle schools, 5 elementary schools and 3 District preschools along with providing the educational opportunities for a youth-in-custody facility
- Total FY14 Initial Revenue Budget for all programs is \$38,434,278
- The District is the largest employer in the County and has over 500 certified, classified, and administrative employees

