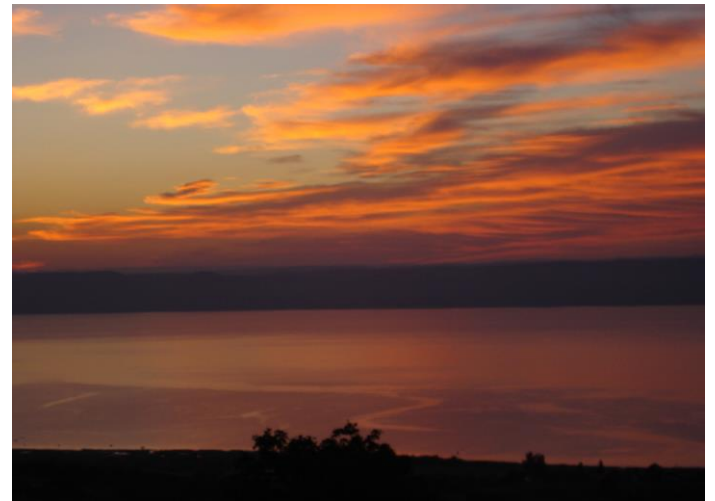


# **Announcement Of Position**

---

## **Business Administrator**

---



***Rich School District  
25 South 100 West  
Randolph, Utah 84064***

## To All Prospective Candidates:

The Rich School District Board of Education is 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) 566-1207***

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

***Rich 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 4:00 p.m., January 3, 2017.

The current Business Administrator will retire June 30, 2017. The start date for the new Business Administrator will depend on the amount of time deemed necessary for training.

## 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 Rich School District.
2. A current resume
3. Transcripts of college credits
4. Three current letters of recommendation

## SALARY AND BENEFITS

Salary 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
- Additional 401K Benefit

## QUALIFICATIONS

1. Desired that candidates have a minimum of a Bachelor's Degree in Business, Accounting or previous experience in School district or government finance. Comparable experience would be considered.
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.

## 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. Regularly participates in Board meetings.
9. Maintains a harmonious relationship with the superintendent and the Board.
10. Provides sound information and advice on budgeting.
11. Keeps the official records for the district.
12. Manages the district employee health, dental and long term disability insurance plans.
13. Duties as assigned by the superintendent.

## **RICH COUNTY AND RICH COUNTY SCHOOL DISTRICT**

Rich County is located in the Northeast corner of Utah with a population of around 2,120. The Southern half of Bear Lake and the Bear Lake Valley lie in the Northern portion of the county where the cities of Garden City and Laketown are located. The Valley in the Eastern portion of the county.

Agriculture and recreation are the major industries. The ongoing development of recreational properties surrounding Bear Lake continues to change the demographics of the county.

Employment opportunities also exist in the coal mining and energy industries that are located in nearby Evanston and Kemmerer, Wyoming

Rich County School District enrolls 498 students and has maintained a relatively stable population.

- Total FY 16 budget of 6.8 million
- 42 certified staff, total staff of 83, custodial responsibilities are outsourced
- 2 elementary schools, 1 junior high,  
1 comprehensive high school

### **Board of Education and Superintendent:**

Peter C Cornia, President; Scott D. Sabey, Vice President; Bryce Huefner, Andrew Stokes, Eric Wamsley, Monty G. Weston and Dale Lamborn, Superintendent