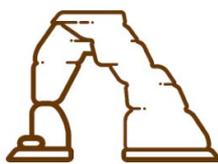

Grand County School District

Moab, Utah



Announcement of Position

Business Administrator

Announcement of Position To All Prospective Candidates

The Grand County School District Board of Education is seeking qualified candidates for the position of:

Business Administrator

Please forward all required application materials and information to:

Richard C. Stowell, Executive Director
Utah School Boards Association
860 East 9085 South
Sandy UT 84094
Phone: 801-566-1207
Fax: 801-561-4579
Email: rstowell@usba.cc

All applications and other materials must arrive at the Utah School Boards Association offices no later than 4:00p.m., Friday, February 21, 2020 for first review.

The position is open until filled with first review of applications the week of February 24, 2020.



Grand County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment of employment.

Application and Selection Procedures

Application and selection procedures are as follows:

- Candidates must submit a formal application that includes the following:
 1. A letter of interest
 2. Application available at: <http://www.grandschools.org>
 3. Resume listing professional and job-related experience
 4. Transcripts
 5. Three letters of recommendation
 6. Written response for each of the following items:
 - What is your personal philosophy of the role of a Business Administrator?
 - What is your experience and approach to forecasting models?
 - What would be your approach to facilitating the provision of resources that will support the District's mission, vision and goals?
- The Board of Education will review the application materials of all qualified candidates and may gather additional information on a candidate if they choose to do so. Together, they will select those candidates who will be extended an invitation for an interview.
- The Board of Education will interview candidates and conduct additional background checks and gather other information as required. The Board will then select the candidate of its choice for the position of Business Administrator.
- No application materials will be returned.



Qualifications

The Grand County School District Board of Education is seeking a Business Administrator who:

- Has at minimum a Bachelor's Degree in Business Administration, Accounting, or other related field. Additional consideration will be given to applicants with a CPA, MBA or Master's Degree in Accounting or other related field, or previous experience in school district finance and business.
- Has or will develop a comprehensive understanding of school district budgets, revenue sources, obligations, services and programs.
- Is an even-tempered individual who maintains an atmosphere of trust and mutual respect.
- Is a good listener and effective communicator who is accessible and works collaboratively with others.
- Is a visionary, creative thinker, decisive and self-confident leader who builds confidence in others.
- Is a goal setter and long-range planner.
- Is able to perform a full range of school district financial and supervisory duties including:
 - performing complex tasks using spreadsheets, databases, and word processing applications;
 - analyzing and interpreting data; and
 - having a working knowledge of and/or record of sound investment strategies and is bondable.



Duties of the Business Administrator

Subject to the direction of the district superintendent of schools, the district business administrator shall:

1. Attend all meetings of the board, keeping an accurate recording of its proceedings, and having custody of the seal and records;
2. Be custodian of all district funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources;
3. Countersign with the board president all warrants and claims against the district as well as other legal documents approved by the board;
4. Prepare and submit to the board each month a written report of the district's receipts and expenditures;
5. Use uniform budgeting, accounting, and auditing procedures and forms approved by the Utah State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards, and Title 63J, Chapter 1, Utah Budgetary Procedures Act;
6. Prepare and submit to the board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending balances;
7. Assist the superintendent in the preparation and submission of a tentative budget required by law, and statistical and fiscal reports as required by the State Board of Education;
8. Insure that adequate internal controls are in place to safeguard the district's funds; partnership with district administrators in fiscal management, providing service, support, data analysis, input and assistance;
9. Provide general supervision for accounting, payroll, purchasing, inventory, transportation, custodial, food service, Beacon after school program, mentoring, maintenance and construction;
10. Manage the district's benefits, including, but not limited to, health insurance, state retirement and investment products, life insurance, long term disability, voluntary products and ancillary products; and
11. Perform other duties as assigned by the board and/or superintendent

The Timeline

February 21, 2020

Deadline for receipt of applications

March 15, 2020

New hire announcement and BA assumes post

Salary and Benefits

Compensation

The salary will be negotiated based on qualifications and experience and will be competitive with salaries of other school business administrators in districts of comparable enrollment within the state of Utah.

Benefits

Benefits for employees with Grand County School District include but are not limited to:

- Group health insurance
- Long-term disability
- Life and accidental death insurance
- Membership in the Utah Retirement System
- Travel expenses as determined by the Board of Education



The Grand County Community

Grand County and Moab, Utah, are located in one of the most beautiful and remote corners of the lower 48 states. 230 miles from Salt Lake City and 110 miles from Grand Junction, Colorado, residents find that they need to be self-sufficient in many ways while enjoying the small-town lifestyle the area has to offer. Moab (pop. 5,253) is the only incorporated city in Grand County (pop. 9,516).

Moab, often referred to as “the Heart of Canyonlands”, is the only city in Utah located on the Colorado River. Visitors to the area are offered an incredible display of natural beauty from its adjacent National and State Parks and Forests and public lands. Abundant outdoor recreational opportunities include biking, four-wheeling, rafting and hiking.

The former ranching, mining and milling economy of the early and mid-1900’s has transitioned to a tourism, service and government sector economy. As a result, Grand County experiences higher unemployment rates and attendant social issues than most of Utah. Not coincidentally, many in the community are also very engaged in seeking solutions to these problems. Moab is reputed to have more nonprofit organizations than any other community in America per capita.

Recent public investments with strong public support has brought the following to the community - two new public schools (HMK Elementary and the Technical Science and Arts Center on the High School Campus, 2010), a new regional hospital and extended care center (2011) and the Moab City Aquatic Center (2011). Public highway and bridge improvements and a vigorous bicycle lane construction program have been ongoing for several years.

Our Vision

Whole child, whole school, whole community.

We challenge students to become healthy, compassionate, and resourceful individuals.

We provide a safe and engaging environment that promotes lifelong learning.

Every student will attain a purposeful future.



The District

Grand County School District was established in 1883. The district shares common boundaries with Grand County, and includes a small portion of San Juan County. The district serves nearly 1500 students. The district's offices are located in the City of Moab. For more information, refer to the district website www.grandschools.org

Our mission is to put each child first every day.

Enrollment

- Stable enrollment of approximately 1500 students.
- Class size:
- Elementary - range 20 - 25
- Secondary - range 17-30, average 21-22

Staff

- 99 Licensed Teachers
- 9 Administrators
- 105 Classified Employees



Facilities

- Grand Preschool (enrollment 30)
- Helen M. Knight Elementary (grades K-6, built 2010, enrollment 780)
- Grand County Middle School (grades 7-8, built 1962, enrollment 228)
- Grand County High School (grades 9-12, built 1996; Technical Sciences and Arts Center, built 2010, enrollment 460).
- Arches Education Center (adult learners and alternative education students, enrollment 157). Co-located with Utah State University Moab.
- New Middle School Coming December 2020

Budget and Finance

- Major Fund Expenditures FY19
 - Total funds-\$24,92,78
 - General fund-\$17,256,583
 - Debt service-\$2,728,354
 - Capitol projects-\$3,057,074
 - Other funds-\$1,650,770
- Overall Tax Rate FY19 – 0.007416
- Per Pupil Expenditures FY19 - \$11,718
- District assessed valuation CY19 - \$2,096,527,577



Grand County School District Board

Melissa Byrd, President
Peggy Nissen, Vice President
Britnie Ellis, Member
Kathy Williams, Member
Jim Webster, Member

264 S 400 E
Moab, UT 84532
435-259-5317
www.grandschools.org