

Announcement Of Position

Business Administrator



***Park City School District
2700 Kearns Blvd.
Park City, UT 84060***

ANNOUNCEMENT OF POSITION

To All Prospective Candidates:

The Park City School District Board of Education is currently accepting applications for the following administrative position for the 2012-2013 school year:

Business Administrator (full-time, 260 contract days) –
District Office

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.

Park City School District is an Equal Opportunity Employer and is committed to employing the most qualified applicant regardless of race, gender, age, religion, or disability. Reasonable accommodation is provided for the known disabilities of otherwise qualified applicants and employees.

DEADLINES

All applications and other materials must arrive at the office of the Utah School Boards Association no later than 5:00 p.m., April 6, 2012. The desired starting date for the new Business Administrator is flexible but no later than July 1, 2012.

APPLICATION AND SELECTION PROCEDURES

Candidates should submit a Park City School District Administrative application that includes the following:

1. A letter of interest (1,000 word maximum), stating:
 - a. Personal philosophy of administration and management
 - b. Special abilities which may contribute to success as a district administrator, and a reason for interest in this position.
2. Include in the resume: your work experience, certificate(s), professional references with phone numbers, and a statement as to why you want to be the Business Administrator in the Park City School District.
3. Three current letters of recommendation.

Completed district Administrative Application (form can be downloaded on-line at www.pcschools.us; under “jobs”).

SALARY AND BENEFITS

Salary is negotiable, depending on qualifications, education and experience, plus an attractive benefit package (including defined benefit retirement program, tax deferred annuity, and health, vision and dental insurance).

QUALIFICATIONS

Successful candidates must be able to perform a full range of school district financial and supervisory duties and must have a thorough knowledge of accounting, budgeting, data processing and business management; including, current governmental accounting standards. Must have graduated from an accredited college or university with a minimum of a Bachelor's Degree in Business (Master's Degree preferred), CPA or previous experience in school district or governmental finance; comparable experience would be considered; plus five years of experience in finance, accounting, or related field. Must be able to: perform a full range of school district financial and supervisory duties; analyze and interpret data; perform complex tasks using word processing, database and spreadsheet applications; communicate effectively and work collaboratively with others; and have 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. 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.
14. Duties as assigned by the superintendent.

PARK CITY AND PARK CITY SCHOOL DISTRICT

Park City is a growing community of 7,500 people (36,000 in the greater Summit County area) nestled at about 7000 feet above sea level in the Wasatch Mountains of Utah. Originally founded as a silver mining town, Park City is now a winter and summer resort community featuring 3 world class ski areas, several golf courses, hiking and mountain biking trails, and nearby reservoirs for boating and fishing. In 2002 we were proud to be a venue for the Winter Olympic Games. Park City School District serves 4,500 students. There are four elementary schools, a middle school, junior high, high school and alternative learning center.

Total Budget for Fiscal Year 2012:

Major Funds:

M & O	\$44.5 million
Capital	\$18.5 million
Debt Service	\$5.8 million

Total for FY 2011 \$68.8 million

Board of Education and Superintendent:

Moe Hickey, President; Michael Boyle, Vice President;
Lisa Kirchenheiter; Anne Bransford; Charles Cunningham;
and Ray Timothy, Superintendent

For additional information and to obtain application,
contact:

Park City School District
Human Resources
2700 Kearns Blvd.
Park City, UT 84060
(435) 645-5600, Ext. 1431 or 1441

