

# **Announcement Of Position**

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## **Business Administrator**

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***Garfield County School District  
145 East Center Street  
Panguitch, UT 84759***



## **ANNOUNCEMENT OF POSITION**

### **To All Prospective Candidates:**

The Garfield County School District Board of Education is seeking qualified candidates for the position of Business Administrator.

Please address credentials and requests for information to:

*Garfield School District Office  
145 East Center Street, (P.O. Box 398)  
Panguitch, Utah 84759  
(435) 676-8821  
(435) 676-8266 - Fax*

*Garfield County School District is an  
Equal Opportunity Employer*

## **DEADLINES**

All applications and other materials must arrive at the Garfield School District Office at 145 East Center Street (P.O. Box 398), Panguitch, Utah 84759.

The District reserves the right to hire the most qualified candidate any time after Wednesday, June 6, 2012. 5:00 P.M.

## **APPLICATION AND SELECTION**

Candidates should submit a formal application that includes the following:

1. A letter of interest
2. A current resume
3. At least three letters of recommendation
4. Online applications are available at:  
<http://www.garfield.k12.ut.us/index.php/do/employment>

## **SALARY AND BENEFITS**

Salary to be negotiated based upon experience and education.

## **QUALIFICATIONS**

Candidates holding a masters degree in business administration, accounting, finance or other related fields will be given preference.

The successful candidate should have experience in the following areas:

1. Budget development and budget management
2. Purchasing
3. Payroll and Employee Benefits Programs
4. Proficiency in using word processing, spread sheeting, and data base management.
5. Preference will be given to candidates with previous school finance experience.

## **PERSONAL AND PROFESSIONAL CHARACTERISTICS**

The District is seeking candidates with the following personal and professional characteristics:

1. Strong work ethic
2. Solid interpersonal skills for working with district office staff, administrators, educators and community members.
3. Honesty with a commitment toward open communication.
4. Highly skilled in both written and verbal communication
5. Commitment toward professional growth and development.

## **RESPONSIBILITIES**

The Business Administrator is responsible for the coordination and management of all fiscal resources of the school district. He/She also serves as an advisor to the Superintendent and School Board on all fiscal issues. The Business Administrator has supervisory responsibilities based on the needs of the District under the supervision of the Superintendent.

