



## **NOTICE OF VACANCY**

Logan City Schools  
101 West Center  
Logan, UT 84321

### **BUSINESS ADMINISTRATOR of the LOGAN CITY SCHOOL DISTRICT BOARD of EDUCATION**

#### **ANNOUNCEMENT OF POSITION**

Applications are now being accepted for a full-time Business Administrator of the Logan City Board of Education. This shall be an appointed two-year term and shall commence on or before July 1, 2014. The Business Administrator supervises the business affairs and financial resources of the Logan City School District to provide students a meaningful, effective, and productive education. Salary ranges between \$105,000-\$120,000, depending on experience in school finance. Additional benefits will include group health insurance, long-term disability insurance, mutual death benefit life insurance, and Utah State Retirement System including 401K program.

#### **LOGAN CITY AND SURROUNDINGS**

Logan City School District is located in scenic Cache Valley, approximately 85 miles north of Salt Lake City, Utah. The District encompasses an area of 15 square miles and serves the children and youth of Logan City. Logan is the largest city in Cache County, with a population of 50,000. The city offers an excellent blend of rural and metropolitan life. It is the center of commerce for Cache Valley and the home of Utah State University. Living conditions in the area are highly favorable. Health service and utility costs are at national levels. The area has ample hospital facilities, medical and dental clinics, shopping areas, restaurants, and a public library. The city has both a public and private golf course. The Eccles Ice Arena provides year round ice sports and the Logan City Aquatics Center offers summer fun. The mountains surrounding Logan provide skiing, hiking, hunting, and fishing. The Cache Valley Center for the Arts, Utah Festival Opera, the Old Lyric Repertory Company, Summerfest, and the American West Heritage Center are examples of the variety of cultural opportunities that enhance the quality of life in Logan.

#### **DISTRICT BACKGROUND**

The Logan City School District operates nine schools with a combined enrollment of approximately 6,000 students. This includes six elementary schools, one middle school, one high school including two alternate high school programs, and a special education pre-school.

#### **PERSONNEL**

The Logan City School District is one of the largest employers in Logan City with a total of 835 employees, both full and part-time, in the following areas:

Licensed and Administrative Staff	340
Classified and Temporary Staff	495

#### **BUDGET AND FINANCE INFORMATION FOR FISCAL YEAR 2013**

The Logan City School District's total expenditures for Fiscal Year 2013 were \$47,237,537. The total Fund Balance at the end of Fiscal Year 2013 was \$11,655,363. Upon request, the Fiscal Year 2013 financial report is available for review.

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**QUALIFICATIONS**

1. Required Education: Bachelor Degree in Accounting  
Preferred Education: Masters of Business Administration, Masters of Accounting, or Licensed Certified Public Accountant
2. Extensive experience in the administration and management of public school funds and capital assets. Appropriate and comparable experience may also be considered.
3. The ability and willingness to listen and communicate in an honest, appropriate, and sensitive manner with the Board of Education, the Superintendent of Schools, professional and classified staff, patrons of the District, community members, and state and local agencies and organizations.
4. Excellent interpersonal relations including oral and written communication skills.
5. An established reputation of adhering to the highest standards of ethical and professional conduct.
6. Experience with the collective bargaining/negotiations process.
7. Positive record of supervising and evaluating staff.

**DUTIES AND RESPONSIBILITIES**

The Business Administrator manages all aspects of the District's financial operations including budget development and management, financial projections based on governmental allocations and solid enrollment projections, coordination of taxation and bonding issues, monthly reports to the Board of Education, interfacing with the city and other local/regional/state/federal agencies, and (among other responsibilities, some of which are delineated below) managing the District's finances and other resources at a high level. The Business Administrator plays an important role in working with employees and employee groups within the District. The Business Administrator attends weekly meetings with the superintendent and bi-monthly meetings with principals, when appropriate. He/she is often called upon to make presentations in board meetings, administrative meetings, and other community events periodically in the community.

1. Provide leadership to the Board of Education in the development of appropriate fiscal policies and procedures.
2. Supervise the management of the district's business office procedures and personnel.
3. Interpret the financial condition of the District to the Board of Education and patrons of the school system.
4. Serve as custodian of all District funds, be responsible and accountable for all money received and disbursed, and maintain accurate records of all sources of revenues received.
5. Use uniform budgeting, accounting, and auditing procedures and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards and Title 63, Chapter 38, Utah Budgetary Procedures Act.

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6. Assist the Superintendent in the preparation and submission of budget documents and statistical and fiscal reports including the annual audit.
7. Insure that adequate internal controls are in place to safeguard the District's funds.
8. Provide leadership, in coordination with the Board and the Superintendent, in bond initiatives.

**DEADLINES**

All application materials must arrive at the Logan City School District Human Resource Office no later than **4:00 p.m. on March 4, 2014**. Finalists will be interviewed by the Board of Education on **March 13, 2014, 8:00 a.m. – 5:00 p.m.** The Logan City Board of Education plans to announce its selection by the end of March. The person selected is expected to assume the duties and responsibilities of the business office on July 1, 2014, or sooner.

**APPLICATION PROCEDURE**

Candidates must submit a formal application, which includes:

1. Detailed cover letter outlining special competencies related to and specific interest in the particular position
2. Completed Logan City School District Administrative Employment Application (available online at [www.loganschools.org](http://www.loganschools.org))
3. Current resume in which professional preparation, experience, and a record of scholarly achievement are clearly detailed
4. Official transcripts of all college and university credits
5. Evidence of outstanding professional qualifications
6. One-page written response to each of the following questions:
  - A. Describe your philosophy regarding the balance required between student educational needs and maintaining a fiscally sound carry-over for each fund.
  - B. Describe your understanding of and background with GASB standards and their implications to public school districts. In addition, please explain your understanding of the COSO Framework of Internal Controls and how you would implement this in the Logan City School District.
  - C. Describe the actions you would take to review, recommend revisions to, implement, and ensure compliance with Logan City School District's fiscal policies and procedures.

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Personnel Director at (435)755-2300 for additional information or assistance.