

# *Announcement of Position*

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## *Business Administrator*



*Daggett School District*





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The Daggett School District Board of Education is seeking qualified applicants for the position of Business Administrator.

## *Job Description*

- A direct employee of the Board of Education with statutory duties to manage all of the fiscal resources of the school district
- Works under the direction of the Superintendent of Schools
- 260 day contract per year
- It is anticipated that the newly appointed Business Administrator will begin employment with the Daggett School District on July 1, 2016. By State Statute, the contract is a two year term ending on June 30, 2018. At the will of the Board, the contract can be renewed for successive two year terms.

## *Duties*

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

- Attend all meetings of the board, keeping an accurate recording of its proceedings, and having custody of the seal and records
- Assist the superintendent in the preparation and submission of a tentative and final budget as required by law and statistical and fiscal reports as required by the State Board of Education

- Perform accounting functions associated with payroll, purchasing, accounts payable, accounts receivable, inventory, general operations, maintenance and construction
- Manage the district's benefits programs including state retirement and investment plans, health insurance, life insurance, long term disability, etc.
- Act as Transportation Director managing transportation routes and driving assignments; manage the district fleet of vehicles
- Act as the district office manager; be the initial contact for the district and able to handle situations professionally and in a confidential manner; coordinating all district mail, deliveries, etc.
- Complete other tasks as assigned by the board and/or superintendent

## Qualifications

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

- A Bachelor's Degree in Business or Accounting Or extensive experience in finance, accounting and/or business with an understanding of budgeting, purchasing, payroll, employee benefits, accounts receivable and accounts payable, etc., preferably in an education setting
- Is able to perform complex tasks using spreadsheets, database and word processing applications; analyzing and interpreting data; and, having a working knowledge of sound investment strategies
- Is bondable.

- Strong work ethic and able to multi-task
- A positive demeanor with listening, problem-solving, and interpersonal skills for working with students, teachers, staff, administrators, and community members
- Highly skilled in written and verbal communication
- Honest with a commitment for complete transparency

## *Salary and Benefits*

- Salary will be competitive with similar-sized Utah school districts and will be determined by the Board based on education, experience and personal qualifications.
- Benefits include: Utah Retirement System Pension and/or 401K (depending on Tier 1 or Tier 2 status), Health Insurance, Term Life Insurance, Long-term Disability Insurance, Vacation and Sick Leave, Professional Association fees, and all costs associated with training, travel and the fulfilling of duties.

## *Application Process*

Candidates must submit a formal application that includes the following:

- A letter of interest
- District application
- Resume listing professional and job-related experience
- Transcripts
- Three letters of recommendation

Hard copy mailed to:

President Pat Asbill  
Daggett School District  
Board of Education  
P.O. Box 249  
Manila, Utah 84046

Or Hand delivered to:

Daggett School  
District Offices  
(inside the Manila High  
School)  
160 West 200 North  
Manila, Utah

Or Electronic copy emailed to:

[bnorthcott@dsdf.org](mailto:bnorthcott@dsdf.org)  
With “Daggett BA Search” in  
the subject line

No application materials will be returned.

## *Application Deadline*

All application materials must arrive at the Daggett School District office no later than Monday March 28, 2016 at 5:00PM in order to be considered in the first review of applicants on Tuesday March 29, 2016. The position remains open until filled.

## *Selection Process and Timeline*

Members of the Board of Education will review the application materials of all qualified candidates and may gather additional information about a candidate if they choose to do so. Together, Board Members will select those candidates who will be extended an invitation for an interview.

The Board anticipates holding interviews the week of April 4-9 2016.

Following the interview process, the Board will select the candidate of its choice for the position of Business Administrator and make that decision public at the Regular Board Meeting on April 12, 2016.

## *Daggett School District*

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Daggett School District is the 3rd smallest district by geography and the smallest district by enrollment in the State of Utah. Located on the northern slope of the Uintah Mountains in the more eastern of the two northeast corners of the State 180 miles east of Salt Lake City, the county is 91% national forest owned by the Federal government and home of the famed Flaming Gorge Reservoir. The local economy is driven by farming/ranching and tourism; however, the largest employer is the various levels and agencies of government housed in Manila, the county seat.

The district has three schools: Flaming Gorge Elementary (K-5) in Dutch John, and Manila Elementary (K-6) and Manila High School (7-12) in Manila. Currently, the district has a total enrollment of 192 students (including 25 students from Wyoming) served by 20 licensed and 30 classified employees.



## *Board of Education*

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Pat Asbill, President  
Marcia Barber, Vice President  
James Olsen  
Roxann Reid  
Chris Mortensen