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# Emery County School District

## Huntington, Utah



Announcement of Position

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# Business Administrator

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# Announcement of Position To All Prospective Candidates

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The Emery 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:

Larry Davis, Superintendent  
Emery County School District  
120 N. Main  
Huntington, UT 84528  
Phone: (435) 687-9846  
Fax: (435) 687-9849  
Email: [larryd@emeryschools.org](mailto:larryd@emeryschools.org)

All applications and other materials must arrive at Emery School District office no later than 4:00p.m., Friday, April 17, 2020 for first review.

The position is open until filled with first review of applications the week of April 20, 2020.



Emery 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

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Application and selection procedures are as follows:

1. A letter of interest.
2. Updated resume listing professional and job-related experience.
3. Employment application found at:  
<https://emeryschools.org/JobOpportunities>.
4. A minimum of three letters of recommendation.
5. Copy of transcripts (does not need to be official).
6. Written response to each of the following:
  - What is your personal philosophy of the role of Business Administrator?
  - What is your experience and approach to forecasting models?
  - What will be your responsibility as it relates to supporting and allocating resources to assist in the accomplishment of 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

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The Emery 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

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

1. Supervisory - Directly supervises the following positions: Accounting, Payroll & Benefits Specialist; Accounts Payable & Purchasing Specialist; Maintenance Supervisor Transportation Supervisor; School Food Services Supervisor.
2. Policy - Works with the School Board and Superintendent to ensure District policy related to business operations is current.
3. Budget - Works closely with the Superintendent to prepare the district budget for the fiscal year and helps to ensure compliance with local, state, and federal requirements. Presents the budget to the School Board and works closely with the School Board to provide needed budget information. Allocates funding for individual schools and programs and monitors and supervises the use of those funds in the programs assigned to ensure budget, policy, and regulation compliance. Uses discretion in purchasing to obtain quality materials and services.
4. Reports & Auditing - Provides periodic and special financial reports as well as monthly financial reports to the Board and Superintendent and assists with the interpretation of trends reflected in analysis and comparisons of the reports.
5. Employee Negotiations - Leads the annual District negotiations process.
6. Board Meetings - Arranges for and attends all meetings; records and publishes the minutes of Board proceedings, activities, and decisions, publishes legal notices, prepares bids and specifications, conducts correspondence and facilitates the Board's communications and business activities.
7. Risk Management - Investigates claims made against the District and works closely with Utah State Risk Management to prevent losses.
8. Staff and Public Relations - Assists the Board, Superintendent, Supervisors and Principals in public relations efforts. Makes every effort to maintain positive working relationships with all employees, students, parents, and those who do business with the School District.
9. Training & Presentations - Regularly provides training to district employees to ensure adequate leadership in school district business operations.

# The Emery County Community

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Emery County comprises an area of 4,439 square miles and is located in Central-Eastern Utah, approximately 150 miles south and east of Salt Lake City. Emery County is immediately south of Carbon County, and together, the Carbon-Emery area is the principal coal producing area in Utah. The basic economy of Emery County includes power generation, coal mining, livestock, and agriculture. The current County population is estimated at 10,100.

Most communities in Emery County are located mid-way between pristine forested mountains to the west, and the red-rock beauty of the San Rafael Swell to the east. Emery County is surrounded by many outstanding recreational areas, including Arches, Canyonlands and Capitol Reef National Parks, Lake Powell, Goblin Valley State Park, Huntington State Park, Millsite State Park, Cleveland-Lloyd Dinosaur Quarry, the San Rafael Swell, and the Manti-LaSal National Forest. Living in close proximity to these locations, Emery County residents enjoy a variety of seasonal outdoor activities, including hiking, camping, biking, photography, hunting, fishing, golf, snowmobiling, wilderness exploring and summer water sports. An award-winning indoor/outdoor aquatic center is located in Castle Dale.

Cultural events include the Emery County Fair, Southeastern Utah Livestock Show, Community Theater, and many other community celebrations of Independence Day, Pioneer Day, and other holidays and significant events. The campus of Utah State University Eastern is located in Price, Utah—a distance of an hour or less for Emery County residents.

## The District

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The Emery County School District was organized in 1915 and encompasses all of Emery County. The Mission of the Emery County School District is to provide a comprehensive education that will prepare students to take a proactive and responsible role in an ever-changing world.

### Our Vision

Our vision is that education is a collaborative effort of home, community, and school. Students experience success on a daily basis and excel in performance through applying knowledge to real life situations. Schools are student-centered, guided by educators who possess excellent leadership and education skills. Education expands beyond the classroom walls through the use of technology, and the curriculum meets the highest standards of an ever-changing world. Graduates are prepared to enter the work force or continue their formal education at an advanced technical institution or a college or university. The Emery County School District believes that learning today provides leadership for tomorrow.

The District Office is located in Huntington, Utah. Student enrollment is around 2,150 students. The District services six elementary schools, two junior high schools and two high schools. The District operates many programs in addition to regular education and extracurricular offerings. These alternatives include district-wide preschool, an adult education center, a comprehensive career and technical education program, and concurrent enrollment classes. Other offerings include advanced placement, special education, music & arts, and other programs in a variety of curriculum areas. The school buildings in our District are well maintained and a building renovation and replacement plan is in development. The District employs around 350 individuals in a variety of administrative, teaching and support positions.

For the fiscal year ending June 30, 2019, the District reported the following financial information:

- 2018-19 M&O Expenditures: \$24,551,533
- 2018-19 Capital Expenditures: \$1,012,184
- 2018-19 Debt Service: \$0

A copy of the most recent Comprehensive Annual Financial Report for the District can be found online at:

<https://emeryschools.org/FinancialandBudgetReports>



# The Timeline

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April 17, 2020	Deadline for receipt of applications
May 6, 2020	New hire announcement
May 15, 2020	BA assumes post

## Salary and Benifits

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### 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 Emery County School District include but are not limited to:

- Holiday, Vacation and Sick Leave
- Medical, Dental, Life, Accidental Death, and Workers Compensation Insurance
- Utah State Retirement Program: Pension & 401(k)
- Social Security Participating Employer
- Use of District Vehicle
- Longevity Benefit
- Employee Assistance Program
- Employee Wellness Program
- Legal Liability Protection
- Employee Contributory Plans including:
  - Supplemental Life and Accidental Death Insurance
  - Long-Term Disability Insurance
  - Vision Insurance
  - Flexible Spending or Health Savings Account
  - 401(k) / 457 / IRA / Roth IRA Plans with Utah Retirement Systems
  - 403(b) Tax Sheltered Annuities
  - Employee Sick Bank
- Travel expenses as determined by the Board of Education





## **Emery County School District Board**

Tracey Johnson, President  
Marie Johnson, Vice President  
Kenzi Guymon, Member  
Royd Hatt, Member  
Jessy Johansen, Member

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**120 North Main  
Huntington, UT  
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(435) 687-9846  
[emerschools.org](http://emerschools.org)**



