



Announcement of Position
Business Administrator

ANNOUNCEMENT OF POSITION

The Piute County School District Board of Education is seeking qualified candidates for the position of Business Administrator for the 2020-2021 school year.

TIMELINE

April 16th, 2020 - Position announced

May 15th, 2020 - Deadline for receiving applications

Week of May 18th, 2020 - First review of applications and candidates selected for an interview

July 1st, 2020 - New Business Administrator assumes post

(The successful candidate may start earlier if available)

SALARY AND BENEFITS

The compensation package will be determined by professional preparation and successful experience in finance, education, or administration, as well as other qualifications.

APPLICATION PROCEDURE

To be considered for this position an applicant's file must be completed and received by 4:00 PM MDT on May 15th, 2020 and must contain:

1. A cover letter
2. A school district application form completed in full (available on piutek12.org)
3. A complete set of transcripts and documentation of other credentials
4. At least two professional letters of recommendation
5. A current vitae sheet or resumé
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 mission, vision and goals?

All letters, the application form, transcripts, credentials, and other proof of qualifications can be mailed to: Piute County School District, ATTN: Koby Willis, 500 North Main, Junction, UT 84740. No application materials will be returned. Application materials may also be sent to koby.willis@piutek12.org.

Applicants are encouraged to call or e-mail with any questions about the application process or the position. Please contact the Interim Superintendent Koby Willis at (435) 201-2453 [Cell] or (435) 577-1202 [Office]. Applicants may also contact School Board President Marty Morgan at (435) 616-5034 [Cell].

BOARD OF EDUCATION

Marty Morgan - Board President

Jeremy Pearson - Board Vice-President

Rick Dalton - Board Member

Erin Jensen - Board Member

Teresa Morgan - Board Member



MISSION & VISION

The mission statement of Piute County School District is, "Preparing Children For The Future". The Piute County School District vision statement is, "We are here to develop responsible productive citizens through a progressive education system that emphasizes self-worth and expectations of social and academic excellence while preserving community values."

QUALIFICATIONS

Piute 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 & RESPONSIBILITIES

The duties of the Business Administrator are listed in District Policy #1133. Some duties of the Business Administrator are also found in Utah Code 53G-4-303.

ABOUT PIUTE COUNTY SCHOOL DISTRICT

Piute County School District is nestled in the heart of southern Utah between three of Utah's five national parks. A rich pioneer heritage is still strong in Piute County which serves as the borders of the school district. The county that once stretched all the way to Colorado now just includes the best 758 square miles. Historically the counties population fluctuated greatly with the successes and failures of the counties mines. The current estimated population of the county is 1,445 with the majority of residents working in agriculture.

The school district serves preschool through high school age students. Preschool and elementary age students attend either Oscarson Elementary in Marysville or Circleville Elementary in Circleville. Middle and high school aged students attend Piute High School in Junction. October 1, 2019 enrollment included 30 students at Oscarson Elementary, 90 students at Circleville Elementary, and 159 students at Piute High School. The two preschool programs have a combined 30 additional students.

Piute County School District has seen academic and athletic successes well above it's size and location. Piute High School qualifies nearly two dozen students for Nationals FBLA nearly every year and has placed nationally multiple times, including national titles in some events. Piute High School students are frequently listed among the Utah Central Region's Sterling Scholars. Piute High School recently won back to back Baseball state championships that included Academic State Champions. Significant gains and successes have been achieved in other athletic and academic areas as well.



Piute County School District

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piutek12.org*