

Garfield County School District



Announcement of Position

Business Administrator

Announcement of Position To All Prospective Candidates

Garfield County School District Board of Education is seeking highly skilled and experienced candidates to apply for the position of:

Business Administrator

Candidates must submit a formal application that includes the following:

- Completed certified Garfield County School District application: www.garfk12.org
- A statement of interest that describes personal philosophies of a Business Administrator, leadership, administrative style, management, and reasons for interest in this position.
- A current resume detailing professional experience, education, and achievements
- Three current letters of recommendation
- Official university transcripts

Applications must be received no later than **4:00 PM on May 14, 2021**

Please submit to:

Richard C. Stowell, Executive Director

Utah School Boards Association

860 East 9085 South Sandy,

Utah 84094

Phone: 801-566-1207

Fax: 801-561-4579

Email: rstowell@usba.cc



Application and Selection Procedures

Application Deadline

Deadline for receipt of applications - **May 14, 2021**

Announcement of new Business Administrator - **June , 2021**

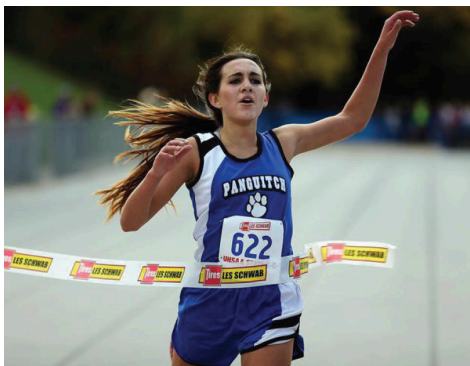
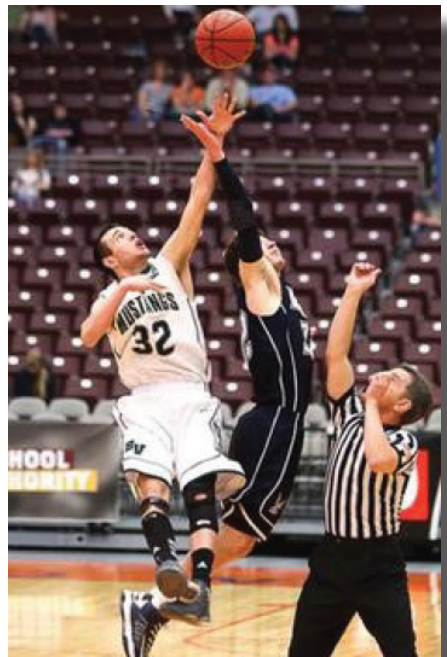
Business Administrator start date - **July 1 - December 1**

Depending on Experience and Availability

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.



Qualifications

The Garfield County Board of Education is seeking a Business Administrator who:

- Has earned at a 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 finance, district budgets, revenue sources, obligation, services, and programs;
- Is an even-tempered individual who maintains an atmosphere of trust and mutual respect;
- Is a good listener and effectively communicates with varied audiences, 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; and
- Is able to perform a full range of school district financial and supervisory duties including:
 - Having experience performing complex tasks using spreadsheets, databases, and word processing applications;
 - Having skills analyzing and interpreting data; and
 - Having a working knowledge of and/or record of sound investment strategies and is bondable.

Garfield County School District

Garfield County School District is home to the most scenic county in the world. It serves 923 students spread across 5,200 square miles. There are five elementary schools, one middle school, and three high schools. These schools service multiple communities including; Panguitch, Hatch, Antimony, Boulder, Escalante, Tropic, Henrieville and Cannonville.

Schools District Statistic

Student Enrollment:

- Elementary 476
- Middle School 74
- High School 373
- Total Enrollment 923



District Budget 2020-2021

FY19 General Fund \$15,005,642

Student Activity Fund \$501,409.00

Capital Projects \$16,714,582

Debt Service \$0

Nutrition Services \$451,584

Student Activities \$495,350.00

Total 32,673,217



Basic State Levy.....	
.....	.001628
Voted Leeway Levy.....	.001758
Board Local Levy.....	.002474
Capital Projects Levy.....	.000554
Charter School Levy.....	.000006
Total.....	.006420

Current assessed taxable valuation \$656,344,030

For further information regarding district finances and statistics, please contact Business Administrator Bruce Williams at 435-676-1302 or bruce.williams@garfk12.org.

Salary and Benefits

Salary will be based on the successful candidate's skills and experience. Salary and benefits will be competitive with Business Administrators from other similarly-sized Utah school districts.

Benefits include:

- Utah Retirement Systems contributions to pension and 401(k)
- Paid holidays, vacation, sick, and personal leave
- PEHP health insurance - fully paid by the district
- Life insurance



Duties of the Business Administrator

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

1. Acting as the Parliamentarian of the board, attend all meetings of the board, keeping an accurate recording of its proceedings and having custody of the seal and records.
2. 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
3. Perform accounting functions associated with payroll, purchasing, accounts payable, accounts receivable, inventory, general operations, maintenance and construction
4. Manage the district's benefits programs including state retirement and investment plans, health insurance, life insurance, long term disability, etc.
5. 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.
6. Complete other tasks as assigned by the board and/or superintendent





Garfield County School District Board of Education

April Lefevre, Board President
Cheryl Cox, Vice President
Ralph Perkins
Myron Cottam
Curtis Barney