

Daggett School District



Announcement of Position

Business
Administrator

Announcement of Position To All Prospective Candidates

The Daggett Board of Education is seeking qualified candidates for the position of:

Business Administrator

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 Chelsy Lail
Daggett School District Board of
Education
P.O. Box 249
Manila, Utah 84046

Or Hand delivered to:

Daggett School District Offices
196 West 200 North
Manila, Utah

Or Electronic copy emailed to:

bnorthcott@dsdf.org
With “Daggett BA Search” in the
subject line

No application materials will be returned.



Application and Selection Procedures

Application Deadline

All application materials must arrive at the Daggett School District office no later than Monday May 3, 2021 at 2:00PM in order to be considered in the first review of applicants in the evening on Monday May 3, 2021.

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 May 5-7, 2021.

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 May 11, 2021.



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, 2021. By State Statute, the contract is supposed to be a two year term; however, in order to maintain the staggered terms of the superintendent and Business Administrator, the first contract will be a one year term ending on June 30, 2022. At the will of the Board, the contract can be renewed for successive two year terms.

Qualifications

The Daggett Board of Education is seeking a Business Administrator who has:

- A Bachelor's Degree in Business or Accounting
- If a suitable candidate with a Degree cannot be found, a person without a degree will be considered. That person must have 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
- 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



Daggett School District

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.

Schools District Statistic

The district has three schools:

- Flaming Gorge Elementary (K-5) in Dutch John
- Manila Elementary (K-6) in Manila
- Manila High School (7-12) in Manila

Currently, the district has a total enrollment of 210 students (including 22 students from Wyoming) served by 23 licensed and 30 classified employees.



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
- All costs associated with training, travel and the fulfilling of duties



Duties of the Business Administrator

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

1. 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 Transportation Director managing transportation routes and driving assignments; manage the district fleet of vehicles
6. 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.
7. Complete other tasks as assigned by the board and/or superintendent



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Daggett School District Board of Education

Chelsy Lail, President
Sarah Wilson, Vice President
Charles Card
Rob Gahley
Ch'ree Mills