

# Millard County School District

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Announcement of Position

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## Business Administrator

# Announcement of Position To All Prospective Candidates

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Millard 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 Millard County School District application: <https://www.millardk12.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 Sept 24, 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](mailto:rstowell@usba.cc)



# Application and Selection Procedures

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## Application Deadline

Deadline for receipt of applications - **September 24, 2021**

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

Business Administrator start date - **November 1 - January 1, 2022**  
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

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The Millard 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.

# Millard County School District

Millard County is located in West Central Utah and his home of Utah's Fist State Capitol. Millard County is surrounded by the Fishlake National Forest on the East and the great high desert plain of West Central Utah. It serves 2,973 students (October 1, 2020 count) and spread across 6,828 square miles. There are four elementary schools, two middle schools, three high schools and a vocational center. These schools serve multiple communities including: Delta, Fillmore, and the West Desert.

## Schools District Statistic

### Student Enrollment 2020-2021

- Elementary 1232
- Middle School 793
- High School 948
- Total Enrollment 2973



### District Budget 2021-2022

FY22 General Fund \$33,471,818  
Student Activity Fund \$1,542,800.00  
Capital Projects \$5,226,977 Debt  
Service \$0  
Nutrition Services \$1,969,126  
Total 42,210,721



Basic State Levy.....	0.001661
Voted Leeway Levy.....	0.000799
Board Local Levy.....	0.002466
Capital Projects Levy.....	0.0001895
Charter School Levy.....	0.000004
Total.....	0.006830

Current assessed taxable valuation \$2,494,765,054

For further information regarding district finances and statistics, please contact Business Administrator Keith Griffiths at 435-864-1022 or [keith@millardk12.org](mailto:keith@millardk12.org).



# Salary and Benefits

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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
- EMI health insurance - fully paid by the district
- Life insurance



# Duties of the Business Administrator

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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





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## Millard County School District Board of Education

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Todd E. Holt, Board President  
David Lund, Vice President  
Joyce Barney  
Adam R. Britt  
Jenni Finlinson