



ANNOUNCEMENT OF POSITION

BUSINESS ADMINISTRATOR

2500 S. State Street, Salt Lake City, UT 84115 • (385) 646-5000 • www.graniteschools.org



A man with dark hair, wearing a blue jacket, is shown from the side, looking down at a document or screen. A woman with blonde hair is partially visible behind him.

VACANCY OVERVIEW

The Granite School District Board of Education is seeking a qualified candidate for the position of Business Administrator. The individual selected for the position will fill the vacancy created by the retirement of David F. Garrett, who will retire on August 31, 2022, after serving as the business administrator since October 1, 1987.

Applications must be received at Utah School Boards Association by **4p.m. MDT on July 22, 2022**. The successful candidate will assume their post on September 1, 2022.

SALARY & BENEFITS

The compensation package will be competitive for the size of the school district in Utah, and will be determined by professional preparation and successful experience in financial administration, as well as other qualifications. In compliance with Utah law, business administrators receive two-year contracts.

QUALIFICATIONS

- ☐ Has a minimum of 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.
- ☐ 5 (five) years' professional full-time experience in a budget and/or accounting administrative position.

PREFERRED QUALIFICATIONS

- ☐ At least 5 (five) years of successful budget/accounting/finance administrative experience in educational, municipal, or other public sectors.
- ☐ School district finance experience preferred

APPLICATION PROCEDURE

To be considered for the position of Business Administrator, required application materials and information must arrive at the Utah School Boards Association offices no later **4 p.m. MDT on July 22, 2022**.

Please refer to the back cover for a full list of required documents.

OUR DISTRICT

Situated in the heart of the Salt Lake Valley, Granite School District was founded in 1904 as one of the first school districts in Utah. Our geographical boundaries encompass 257 square miles, with multiple cities, municipalities and communities joined together in a diverse educational organization. Granite is the third largest school district in Utah by student population, and is one of the state's largest employers with more than 8,000 employees.

Our district works diligently to provide students with a diverse array of education avenues. Some of the services and facilities available to students include: Dual Language Immersion, Special Education, Preschool, Adult High School & Community Education, Granite Technical Institute, Granite Connection Online High School, STEM schools, Advanced Learning Centers, Career & Technical Education, and special courses formed in partnership with businesses and higher education.

The Granite community is incredibly diverse. A little less than half of students identify as white/Caucasian. Hispanic students make up about 35 percent of the student population. Asian, Black and Pacific Islander students each represent about four percent of students. About one percent of students are Native American, and an additional one percent identify as having multiple ethnicities. Nearly 70 percent of Utah's refugees live within Granite School District's boundaries.



SCHOOLS

There are 60 elementary schools, 15 junior high schools, 8 high schools, 4 specialty schools in Granite, plus additional programs for students and adults. In 2017, voters approved a Granite bond that set in motion a major plan to rebuild and remodel all schools over the next 30-40 years.



STUDENTS

More than 60,000 students attend Granite schools. As one of the most diverse districts in Utah, there are approximately 106 different languages spoken by students in our 87 schools. More than half of Granite students come from economically disadvantaged families.



STAFF

Granite has a force of nearly 3,000 teachers, with hundreds of specialists and substitute teachers, and thousands of teacher aides and school support staff. There are also more than 1,200 skilled workers who ensure students have a safe and comfortable learning environment.



ACADEMICS

Granite recorded a graduation rate of 76.6 percent in 2021, up from 66 percent in 2011. Our students have well exceeded their peers across the nation on Advanced Placement (AP) exams, and ACT scores are close with Utah averages. Proficiency and growth scores improve each year.



BUSINESS ADMINISTRATOR DUTIES

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

- ❑ Plan, organize, lead, direct, evaluate, and coordinate a variety of programs, projects, and activities related to district financial functions.
- ❑ Lead, manage, and supervise the departments/programs of accounting, budgeting, payroll, procurement, risk management, and child nutrition.
- ❑ Develop, monitor, and manage district debt policy and bond issues.
- ❑ Direct the district's investment and cash management programs.
- ❑ Advise superintendent and school board on a variety of business and financial matters
- ❑ Establish and maintain internal controls to ensure compliance with state and federal guidelines.
- ❑ Assist the superintendent in the development and preparation of the annual budget.
- ❑ Participate in real estate contracting.
- ❑ Oversee risk management.
- ❑ Administer and coordinate the reporting of fiscal data and documentation for a variety of audiences using clear and transparent processes.
- ❑ Communicate and collaborate across the organization and with community partners with the intent of building trust and fostering teamwork.
- ❑ Demonstrate respect for diverse student and staff populations utilizing culturally responsive strategies.
- ❑ Attend Board of Education meetings and other meetings as required.
- ❑ Serve as liaison for local, board and state auditors.
- ❑ Stay abreast of research in the field of public business administration.
- ❑ Be an active participant in local legislative committees and stay informed of new legislation, both local and national, that could potentially impact Granite School District.
- ❑ Perform other duties related to the position, including those outlined in Utah Code 53G-4-303 - Duties of business administrator.



OUR CHARGE & RESPONSIBILITY

Students will leave Granite School District prepared for college, career and life in the 21st century world.



APPLY FOR THE POSITION OF **BUSINESS ADMINISTRATOR**

To be considered for this position, applications and other materials must arrive at the Utah School Boards Association office no later than 4 p.m. MDT on Friday, July 22, 2022, and must contain:

1. A formal letter indicating your desire to be considered a candidate for the position of Business Administrator of Granite School District.
2. A completed Business Administrator Application available at: www.usba.cc
3. A complete set of current college credentials.
4. Three confidential and professional letters of recommendation.
5. A current vita sheet or resume, including a list of professional qualifications.
6. Written response for each of the following items:
 - What is your personal philosophy of the role of a Business Administrator?
 - What is your experience and approach to economic forecasting models to predict future needs?
 - What is the business administrator's responsibility in supporting and allocating resources to assist in the accomplishment of the district's mission, vision, and goals?

All required application materials and information should be mailed to:

Richard Stowell, Utah School Boards Association
860 East 9085 South, Sandy, UT 84094

Phone: 801-566-1207 | Fax: 801-561-4579 | Email: rstowell@usba.cc

All questions should be directed to Richard, not the district or board members.

