



ANNOUNCEMENT OF POSITION

BUSINESS ADMINISTRATOR

Uintah County School District, Utah





VACANCY OVERVIEW

The Uintah School District Board of Education is seeking qualified candidates for the position of Business Administrator.

Salary and Benefits

Salary will be competitive with similar-sized and some larger Utah school districts and will be determined by the Board based on qualifications, education and experience.

Benefits include:

- group health insurance group health insurance through PEHP, USBA Group
- term life insurance
- Utah State Retirement System including 401K
- payment of professional dues in approved professional associations
- earned vacation and PTO
- reasonable expenses for relocation

Basic Requirements (Education & Experience)

- A master's degree in business, accounting or educational administration is preferred. Experience may be substituted for some education, a bachelor's degree is required
- Experience may be substituted for some education; however, a bachelor's degree is required.

Application Timeline

- The application period will be open until 5:00 p.m. MDT on Wednesday, November 13th, 2024.
- All required materials should be submitted through the front line education portal accessible on the Uintah School District website employment link www.uintah.net (See the back page of this announcement for more information.)
- The Board will review the applications and identify candidates to be interviewed.
- Interviews will be held during the week of November 18th.
- Contracts with other entities will be honored.

UINTAH COUNTY SCHOOL DISTRICT

Uintah County, located in the central portion of the Uinta Basin, sits on the Eastern side of the state adjacent to the Colorado state line. It consists of 4,487 square miles and includes the communities of Vernal, Maeser, Naples, Ballard, Jensen, Lapoint, Whiterocks, Tridell, Randlett and Fort Duchesne. Uintah County boasts a wide variety of geographical features including Dinosaur National Monument, Ashley National Forest, Steinaker Reservoir, Red Fleet Reservoir, and Ouray National Wildlife Refuge. Flaming Gorge National Recreation Area is a short 45-minute drive away. With its varied landscape, the area offers outdoor activities of all types and levels including golf, hiking, biking, rafting, hunting, fishing, camping, boating, four wheeling, snowmobiling, snow shoeing and cross-country skiing.

Uintah School District was established in 1914. It currently has 6,913 students and approximately 1090 employees, 386 of which are certified educators. The District operates one high school (9-12), one alternative high school, two middle schools (6-8), six elementary schools (K-5), one elementary/middle school (K-8), and one specialized preschool.

We represent a diversified community of students including 44% economically disadvantaged, 4% limited English proficient, and 15% students with disabilities.

Our student population is ethnically comprised of 78% Caucasian, 7% American Indian, 11% Hispanic, and 4% Other (Asian, African American, Native Hawaiian or Pacific Islander, Multiple).



Financial Data

Revenue by Fund (FY2023)

General	\$ 97,217,746
Student Activity	\$ 1,668,162
Capital Projects	\$ 11,217,836
Food Services	\$ 3,536,053

Tax Rates Levied by District

Basic State Levy	.001408
Board Local Levy	.002041
Capital Outlay	.001333
Debt Service	.000576

Assessed Value

Assessed valuation for Tax Year	\$ 5,660,421,055
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Our Strategic Plan



Mission

We provide a positive and engaging learning environment where all students develop essential skills for productive citizenship and lifelong learning.



Vision

We inspire students to reach their full individual potential.



Values

- Work Ethic • Responsibility & Accountability • Grit
- Kindness, Respect, Empathy & Tolerance • Integrity
- Unity • Optimism



Goals

Cultivate a positive educational culture where all students are actively engaged in high levels of learning.

Increase student learning through the implementation of a continuous school improvement model using measurable outcomes and data-driven instruction.

LEADERSHIP QUALIFICATIONS

The Uintah School District Board of Education is seeking an individual who is:

- An effective communicator with excellent people skills, able to build mutual trust and respect with employees, families, and community members through open communication.
- A person with strong moral character, integrity, and high ethical conduct.
- A good listener who is accessible and willing to communicate openly with staff and patrons.
- A person competent in school finance, long-range planning, and management of district resources.
- A person with experience and understanding of accounting and governmental accounting.
- An advocate for the School District and its students in the community and at the state level.
- A person with an exceptional ability to problem solve, make decisions, and effectively delegate authority.
- An individual with a working knowledge of law and policy governing public education at the federal, state, and local level with the ability to effectively work with elected officials.
- An individual who possesses a strong work ethic and the willingness to devote whatever time is necessary to do the job.

Uintah School District expects all employees to practice high standards of moral and ethical conduct that are consistent with the values taught in our schools. All employees are expected to be law-abiding, ethical, and honest, and demonstrate respect for the dignity of all students, colleagues, parents, and members of the community.

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DUTIES AND RESPONSIBILITIES

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

- attend all meetings of the board, keeping an accurate recording and minutes of its proceedings, and having custody of the seal and records;
- be custodian of all district funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources;
- countersign with the board president all warrants and claims against the district as well as other legal documents approved by the board;
- prepare and submit to the board each month a written report of the district's receipts and expenditures;
- use uniform budgeting, accounting, and auditing procedures and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards, and Title 63J, Chapter 1, Utah Budgetary Procedures Act;
- prepare and submit to the board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending balances;
- assist the superintendent in the preparation and submission of a tentative budget required by law, and statistical and fiscal reports as required by the State Board of Education;
- insure that adequate internal controls are in place to safeguard the district's funds; partnership with district administrators in fiscal management, providing service, support, data analysis, input and assistance;
- provide general supervision for accounting, payroll, purchasing, inventory, maintenance and construction;
- manage the district's benefits, including, but not limited to, health insurance, state retirement and investment products, life insurance, long term disability, voluntary products and ancillary products;
- perform other duties as assigned by the board and/or superintendent.

APPLYING FOR THE POSITION OF **BUSINESS ADMINISTRATOR**

Application and selection procedures are as follows:

- Candidates must submit a formal application that includes the following:
 - A letter of interest
 - Application
 - Resume listing professional and job-related experience
 - Transcripts
 - Three letters of recommendation
 - 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 forecasting models?
 - What are the attributes of an effective leader, and how would you use those attributes effectively to lead the Uintah School District business department?
- All required materials should be submitted through the frontline education portal; accessible on the Uintah School District website at www.uintah.net
- The Uintah School District Board of Education will review the application materials of all qualified candidates and may gather additional information on a candidate if they choose to do so. Together, they will select those candidates who will be extended an invitation for an interview.
- The Uintah School District Board of Education will interview candidates and conduct additional background checks and gather other information as required. The Board will then select the candidate of its choice for the position of Business Administrator. No application materials will be returned.

For questions or additional information contact:

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Superintendent Uintah School District
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