

# Announcement of Position



## Business Administrator

San Juan School District  
Blanding, Utah

# Announcement of Position To All Prospective Candidates

The Board of Education of the San Juan School District  
is seeking qualified candidates for the position of

## Business Administrator

Please forward all required application material and information to:

Superintendent Douglas E. Wright  
San Juan School District  
200 North Main Street  
Blanding, UT 84511  
(435) 678-1211  
Fax (435) 678-1272

All applications and other materials must arrive at the San Juan School District  
Superintendent's Office as listed above.

The Board of Education of San Juan School District reserves the right to hire their selection any  
time after January 20, 2015.

The Board will publically announce the successful candidate following completion of the  
process.

San Juan School District is an Equal Opportunity and ADA Employer.  
This vacancy has been advertised following District Employment  
Guidelines and Policies.

# Application and Selection Procedures

Application and selection procedures as follows:

- ❖ Candidates must submit a formal application that includes the following:
- ❖ A letter of interest
- ❖ Applications available at <http://public.sjsd.org/JobPostings/JobDesc/businessAdminApplication.pdf>
- ❖ Resume listing professional and job-related experience
- ❖ Transcripts
- ❖ Three letters of recommendation
- ❖ Statement of philosophy of the role of Business Administrator
- ❖ Applications will be reviewed as they are received and each candidate will be informed promptly concerning the receipt and completion of all application materials.
- ❖ The Board of Education members 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 then select those candidates who will be extended an invitation for an interview.
- ❖ The Board of Education will interview candidates and conduct additional background checks and other information gathering as required and will select the candidate of its choice for the position of Business Administrator.
- ❖ All candidates will be notified concerning their application when the Board takes action on it. No application materials will be returned.

## Term of Employment

By Utah law, the term of employment for a Business Administrator is for two years. The employment contract for this position is scheduled to begin as soon as possible after February 1, 2015.

# Qualifications

The San Juan School District Board of Education is seeking a Business Administrator who

- ❖ has at minimum a Bachelor's Degree in Business Administration, Accounting, or other related field. Additional consideration will be given to applicants with a CPA, a MBA or Master's Degree in Accounting, or other related field, or previous experience in school district finance and business. Comparable experience will also be considered.
- ❖ has or will develop a comprehensive understanding of district budgets, revenue sources, obligations, services and programs.
- ❖ is an even-tempered individual who maintains an atmosphere of trust and mutual respect.
- ❖ is a good listener and effective communicator who is accessible and works collaboratively with the Board of Education, the superintendent, staff, and patrons.
- ❖ is a visionary, creative thinker, a decisive and self-confident leader who builds confidence in others.
- ❖ is a goal setter and long range planner.
- ❖ is able to perform a full range of school district financial and supervisory duties, including
  - performing complex tasks using spreadsheet, database, and word processing applications
  - analyzing and interpreting data.
  - having a working knowledge of and/or record of sound investment strategies and is bondable.

# Salary and Benefits

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

Benefits include:

- ❖ Group Health Insurance through PEHP, USBA Group
- ❖ Term Life Insurance
- ❖ Utah State Retirement System including 401K
- ❖ Payment of Professional Dues in approved professional organizations
- ❖ Professional development days and registration fees
- ❖ Earned Vacation and Sick Leave
- ❖ Other Professional Development and/or licensing fees

# Duties of the Business Administrator

The business administrator shall:

1. serve as Clerk/Treasurer of the Board of Education, whose duties include attending all meeting of the board, keeping an accurate record of its proceedings, and having custody of the seal and records;
2. 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;
3. countersign with the president of the board all warrants and claims against the district as well as other legal documents approved by the board;
4. prepare and submit to the board each month a written report of the district's receipts and expenditures;
5. 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 Chapter 38, Title 63, Utah Budgetary Procedures Act;
6. 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 fund balances;
7. 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;
8. 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;
9. provide general supervision for accounting, payroll, purchasing, inventory, food services, technology, transportation, maintenance, and construction;
10. perform other duties as the board and/or superintendent requires.

# San Juan School District

San Juan School District, geographically one of the largest school districts in the United States, encompasses all of San Juan County in the Southeastern corner of Utah. This unique geographical area covers 7,884 square miles and contains world renowned Canyonlands National Park, Lake Powell, and Monument Valley, as well as three national monuments, several state parks, a national forest, and other attractions. With its varied landscape, the area offers outdoor activities of all types and levels. A network of trails through the county provide opportunities for hiking, biking, horseback riding, and four wheeling from the desert slickrock to the alpine meadows of Blue Mountain. Water sports from fishing and boating to white water rafting are available at Lake Powell, the Colorado and San Juan Rivers and other smaller lakes and streams.

The District encompasses all of the Utah portion of the Navajo Nation as well as a portion of Ute tribal lands. While the geographic location isolates the District from some activities found in urban areas, the cultural and scenic diversity available more than compensates those who prefer the slower pace of a rural lifestyle.

A progressive District constantly striving to enhance educational opportunities and advancement for both our students and our employees, the San Juan School District is dedicated to educational opportunity for everyone. This goal is encouraged by a supportive San Juan Board of Education, and facilitated by dedicated and skilled instructional and support staff.

San Juan School District operates five high schools, one middle school, and six elementary schools. These twelve schools are located in eight separate communities which are spread throughout the vast area which makes up the District. In addition, the District operates teacher housing, as well as curriculum development, distance education and technology infrastructure, and transportation, facilities.

## District Budget for 2014-2015

M&O Fund.....	\$32,254,951
Preschool and Adult Education Fund.....	\$1,123,330
Student Activity Fund.....	\$1,066,450
Capital Projects Fund.....	\$3,644,260
Food Services Fund.....	\$1,643,500

## Tax Rates Levied by District

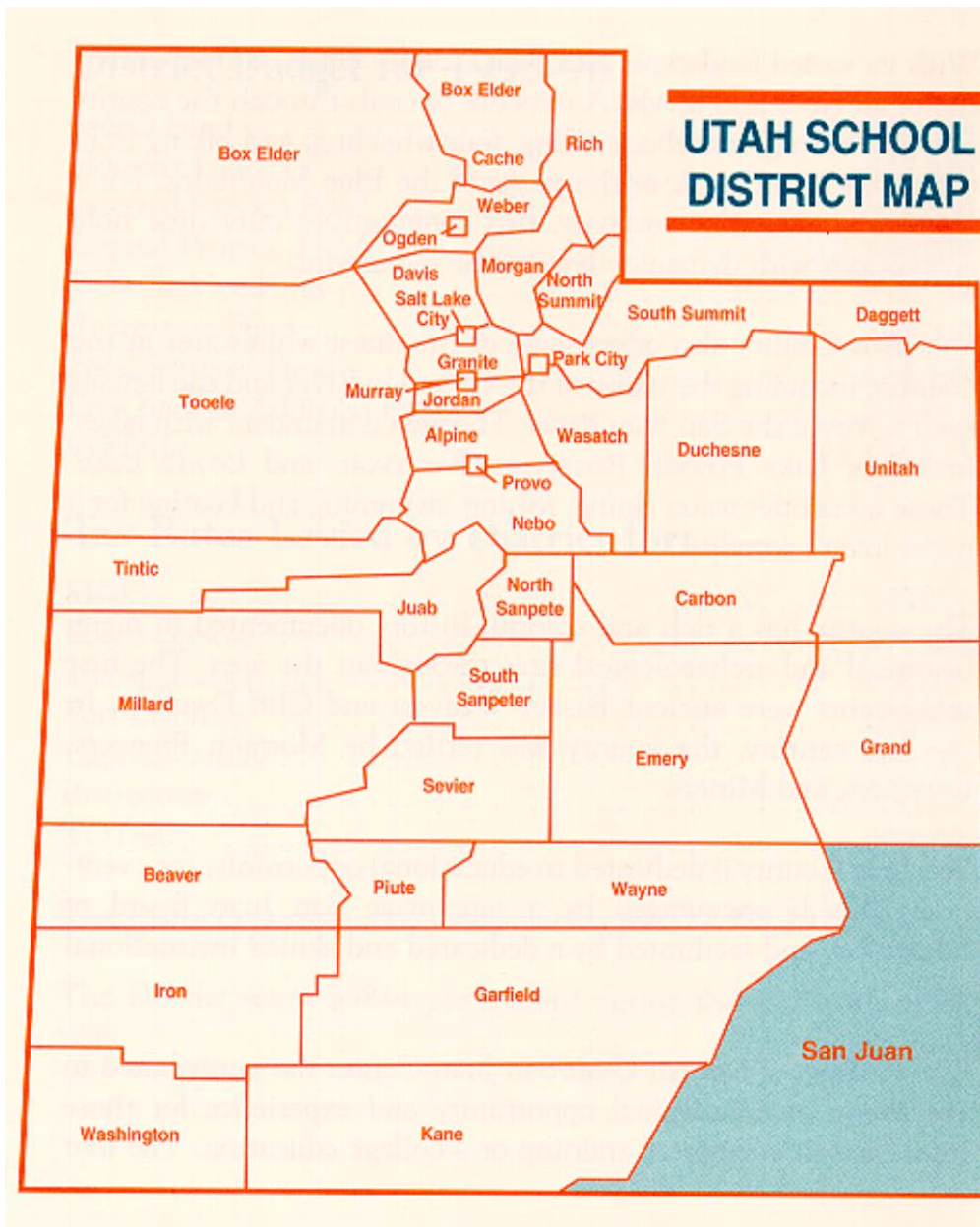
Basic State Levy.....	.001477
Board Local Levy.....	.001898
Voted Leeway.....	.001600
Capital Outlay.....	.002822
 TOTAL.....	 .007797

The District's current assessed evaluation is \$893,462,776

Per Pupil Expenditure for Fiscal Year 2014..... \$9,971

Student ADM for Fiscal Year 2014..... 3,089

Licensed Employees.....	223
Classified Employees.....	261
TOTAL Employees.....	484



## San Juan School District Board of Education

BILL BOYLE, President  
DEBBIE CHRISTIANSEN, Vice President  
ELSIE DEE, Board Member  
MERRI SHUMWAY, Board Member  
NELSON YELLOWMAN, Board Member