



Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION FACILITY MANAGER - Education Facility Manager

POSITION NO: 22146822

POSTING INFORMATION:

Advertisement Opens: May 7, 2019

Advertisement Closes: May 21, 2019

Full Time: Yes

Salary: \$49,515.00 - \$49,515.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, management, journalism, education, or a related field; plus two years of experience in education, volunteer management, communications, or a related field plus one year in a supervisory or leadership capacity. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the human resources chief.

Preferred Education and/or Experience:

Experience working in a nature center or education center setting. Experience in presenting educational programs to youth and adults. Experience giving outdoor education programs especially programming related to hunting, fishing, outdoor skills and Arkansas' fish and wildlife. Experience with shooting range operation and shooting education. Certifications in AGFC programs such as Hunter Ed., Boater Ed., BAI, are a plus.

Knowledge, Abilities, and Skills:

Knowledge of supervisory practices and procedures.

Knowledge of principles and processes for providing customer and personal services.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of principles and methods for showing, promoting, and selling products or services.

Knowledge of educational principles and learning concepts.

Knowledge of instructional techniques.

Ability to manage one's own time and the time of others.

Ability to apply general rules to specific problems to produce answers.

Preferred Knowledge, Abilities, and Skills:

Knowledge of and ability to communicate concepts of AGFC conservation programs, environmental education and outdoor skills to people of all ages and educational backgrounds. Knowledge of AGFC budgeting, personnel, purchasing, invoicing, AASIS and other administrative procedures. Knowledge of gift shop operations and procedures. Ability to develop and present educational programs and materials. Ability to recruit, train and supervise employees and volunteers. Public speaking skills including media appearances. Must be able to supervise a small full-time staff and extra labor employees. Must be organized with the ability to coordinate programming schedules. Must be an energetic self-starter. Should have knowledge of Arkansas Flora and Fauna, and should have multiple outdoor skills and abilities that they are capable of teaching to others.

POSTING DETAILS:

Position Location:

City: Columbus, Arkansas

Office: Grandview Prairie Conservation Education Center

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Facility Manager is responsible for planning, directing, or coordinating the operations at the AGFC Education Center Facility. This position is governed by state and federal laws and agency policy.

Typical Functions:

Manages a small staff, interviews and hires personnel, prepares work schedules, assigns specific duties, and evaluates performance.

Develops, monitors, and conducts education and training programs designed to train volunteers for various educational programs and participates in the presentation of seminars.

Communicates with people outside the organization by representing the organization to customers, the public, government, and other external sources.

Answers inquiries pertaining to agency policies and services, and resolves customer complaints.

Reviews financial, sales, and activity reports to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

Coordinates and recommends procedures for facility and equipment maintenance or modification, including the replacement of equipment.

Monitors the facility to ensure that it remains safe, secure, and well-maintained.

Performs other duties as assigned.

Specific Duties and Responsibilities:

The education center facility manager works with limited supervision and is responsible for supervising all aspects of operating the education center including facility maintenance and operations, personnel management, and educational program development and presentation. Provides general supervision to the work of subordinate education center staff and contract labor by making work assignments, establishing deadlines, providing instructions, reviewing work performed, and evaluating employee performance. Plans, develops, and conducts educational materials related to specific conservation topics, including curriculum, exhibits, news releases, and multi-media presentations. Presents educational and informational programs to civic organizations, conservation groups, schools, and the general public to increase awareness of the agency mission and education center function. Plans and develops annual budget for facility, personnel, and program planning and operations. Coordinates special events by planning agendas, securing exhibitors or presenters, making arrangements for event needs, and evaluating the success of events. Negotiates and approves contracts with private entities for various projects related to education facility operations. Works with news media to coordinate coverage of education facility programs. Works with school groups and teachers to insure programs address educational needs. Assist at AGFC and Education Division functions statewide.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Occasional in-state and out-of-state travel is required.

Other Specific Information:

All applicants subjected to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.