



Arkansas Game and Fish Commission Employment Job Posting

DEPUTY DIRECTOR - AGFC Deputy Director

POSITION NO: 22096327

POSTING INFORMATION:

Advertisement Opens: May 31, 2019

Advertisement Closes: June 30, 2019

Full Time: Yes

Salary: \$96,228.00 - \$96,228.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a Bachelor's degree in fisheries management, wildlife management, biology, criminal justice or a related area, plus eight (8) years of progressively more robust experience in conservation program development, natural resource management, enforcement or a related area including five (5) years in a management capacity.

Preferred Education and/or Experience:

High level of leadership experience in the areas of personnel management, state or federal legislative activities, budget and fiscal oversight, planning, and development

Knowledge, Abilities, and Skills:

- Knowledge of state and federal conservation laws, rules and regulations
- Budget principles and practices
- Ability to evaluate the effectiveness of programs
- Ability to establish program goals and objectives supporting strategic plans
- Supervisory principles and practices
- Assess, recommend and/or develop in-house training programs
- Create and make effective presentations to Commission
- Organize, direct, and supervise the work of others
- Coordinate work with and through others, both within and outside of the agency
- Maintain confidentiality
- Communicate well, both orally and in writing, with employees, community leaders, government officials, and individuals with varying backgrounds
- Maintain professionalism and tact when relaying information and/or respond to questions, concerns, and complaints from both within and outside of the agency
- Manage multiple projects under time and resource pressure
- Analyze complex issues and problems; develop and recommend effective resolutions
- Diplomatic handling of sensitive situations, issues, questions, problems, and suggestions

Preferred Knowledge, Abilities, and Skills:

Must have strong interpersonal skills. Expected to interact effectively and in a professional and courteous manner with employees, community leaders, government officials, and others.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Office Complex

Division: Administration

Job Summary:

The Deputy Director position supports the mission of conservation. The position is responsible for directing multiple divisions within AGFC, providing leadership and direction with regard to policy development, as well as assisting the Director with overall operations of the Commission. This position is governed by state and federal laws and Commission policy.

Typical Functions:

Directs the activities of staff through subordinate managers and administrators. Oversees and evaluates the performance of various divisions. Develops, sets, and evaluates division performance through measurable outcomes. Routinely interacts with local, state, and federal officials, and members of the public.

Specific Duties and Responsibilities:

1. SUPPORTS THE MISSION OF CONSERVATION: Provides support for fish and wildlife conservation, and conservation education, through leadership, supervision, and guidance of the agency's business administration divisions. 2. ASSISTS THE DIRECTOR IN THE OVERALL MANAGEMENT OF THE AGENCY: Serves as Director in his/her absence; attends Commission meetings; coordinates with other governmental agencies and private entities on matters involving the Agency; assists in the development of policies and procedures; interpret policies, rules and regulations; monitors productivity and work activities, serves as a team member within the agency directorate; Works closely with the agency's Deputy Director of Resource Management and Deputy Director of Outreach to solve complex problems and develop strategic direction for the agency. 3. PLANS, DIRECTS AND OVERSEES ORGANIZATIONAL CHANGE INITIATIVES, BENCHMARKING, AND BUSINESS SYSTEM PROCESS MODELING IN COORDINATION WITH THE AGENCY'S OVERALL BUSINESS STRATEGY: Oversees development and implementation of business process improvement and tracks effectiveness to ensure positive and measurable outcomes. Ensures alignment with agency objectives and optimal use of resources. Establishes a continuous performance and quality improvement monitoring and reporting system and regularly reports on the status of improvement efforts to the Director and the Commissioners. This role will ensure proper operational controls, administrative and reporting procedures to ensure financial strength and operating efficiency. 4. IDENTIFIES OPPORTUNITIES TO IMPROVE INTERNAL AND EXTERNAL CUSTOMER SERVICE, QUALITY OF OUTPUTS AND SUSTAINABILITY OF THE AGENCY: Provides the necessary leadership to ensure that all divisions are receiving the highest internal support to function effectively and efficiently. Will maintain extraordinary external customer service to customers, constituents and partners. 5. OVERSEES STRATEGIC PLANNING PROCESS: Coordinates with various divisions to maintain the strategic plan. Serves as the lead for the strategic plan by the maintenance of strategic plan document and monitoring progress toward strategic task completion. Prepares progress reports for agency executive staff; reports to Commission periodically regarding Strategic Plan status. 6. PERFORMS OTHER ESSENTIAL DUTIES AS DEEMED NECESSARY.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

A cover letter and resume should be uploaded with the application. All applicants are subjected to a criminal background check.

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