



Arkansas Game and Fish Commission Employment Job Posting

DEPUTY DIRECTOR - AGFC DEPUTY DIRECTOR

POSITION NO: 22142720

POSTING INFORMATION:

Advertisement Opens: May 11, 2018

Advertisement Closes: May 25, 2018

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 related area including five years in a managerial 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:

A Master's Degree in public or business administration, environmental or natural science, wildlife or fisheries management, criminal justice, or a related field; plus eight years of experience in the administration and development of natural resources, conservation, or other related state or federal programs. Preferred experience includes a high level of leadership responsibility including personnel management, state or federal legislative activities, budget and fiscal oversight, planning and development, and/or other related management functions.

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 responding 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:

NONE

POSTING DETAILS:

Position Location:

City: Little Rock
Office: Central Office
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:

This position will be responsible for the administration and oversight of several assigned Divisions of the agency. Will direct and oversee Division Chiefs who manage major organizational units of the agency. Will be responsible for representing the Commission on boards as well as statewide and regional work groups. In the absence of the Director and the Chief of Staff, will be responsible for the day to day affairs of the agency. Will be required to present and interact with the Commission, the public, and the Legislature.

Certificates, Licenses, or Registrations:

None

Special Job Dimensions:

None

Other Specific Information:

Applications must include complete work history and references. A resume may accompany the application but will not be substituted for any part of the application.

All applicants are subject to a criminal background check.

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