



Arkansas Game and Fish Commission Employment Job Posting

AGFC GAME AND FISH OPERATIONS DIVISION CHIEF - AGFC GAME AND FISH DIVISION CHIEF

POSITION NO: 22096315

POSTING INFORMATION:

Advertisement Opens: March 18, 2021

Advertisement Closes: April 23, 2021

Full Time: Yes

Salary: \$73,776.00 - \$73,776.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a master's degree in construction management, business administration, personnel management or related natural sciences field; plus seven years of experience in managing an operation or large facility or a related field, including three years in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Human Resources Chief.

Preferred Education and/or Experience:

1. Demonstrated ability to manage cross-functional teams, solve complex problems, and lead within a decentralized environment. This person will need to seek input, collect information, and develop rapport with staff they do not directly supervise.
2. Experience in developing projects from the ground-up, from conception to final inspection - with proven knowledge of permitting, managing contracts, and long-term planning.
3. Experience in creating and presenting written and verbal reports.
4. Experience managing building and trade contractors.

The ideal candidate will possess a broad range of knowledge in the elements listed above as well as have a strong interest and passion for the outdoors. Occasional overnight in-state travel will be required to include time spent in the field conducting on-site construction management. Experience with project management, budgetary and fiscal processes, and partner building are a must. Multilingual and multi-cultural or cross-cultural experience appreciated.

Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of organizational management and public administration. Knowledge of the principles and practices of budget administration with special reference to governmental procedures, practices, and objectives. Knowledge of natural resources management. Ability to review and analyze financial and statistical data. Ability to communicate with employees and management. Ability to organize and present clear and concise oral and written reports of findings and recommendations. Ability to establish and maintain working relationships with others. Ability to plan division objectives and to organize and oversee the work of subordinates. Ability to adapt to and incorporate changes of evolving fields.

Preferred Knowledge, Abilities, and Skills:

NONE

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Division Chief is responsible for providing leadership and direction for a division of the AGFC. This position is governed by state and federal laws and agency/institution policy.

Typical Functions:

Directs the activities of a technical and professional staff in order to meet organizational goals and directives. Oversees the hiring, firing, and evaluation of all employees in a given division of AGFC. Ensures that division employees are properly trained through workshops, seminars, literature, and professional interaction with peers and that the division maintains professional knowledge and skills regarding the conservation education needs and objectives. Develops and administers the budget for a division and is responsible for the authorization, reporting, and supervision of division expenditures. Oversees and directs the implementation of safety programs, safe work practices, and the purchase of safety equipment for the division. Establishes and maintains a working relationship between divisions of AGFC as well as with other state and federal agencies and the general public. Assists with the development and management of Nature Centers and Education Centers. Oversees development of conservation education curriculum content sufficient to meet state Department of Education frameworks. Performs other duties as assigned.

Specific Duties and Responsibilities:

The Operations Chief will lead large construction projects across the state for the AGFC. This work will encompass all agency assets - including facilities and conservation infrastructure - *such as lake dams, levees, green-tree reservoirs, water-control structures, boat ramps, and roads*. The Operations Chief must be an energetic leader who can simplify and break down complex, multi-year projects into easily digestible operational plans. And then through staff -- *bring these projects to life*. The job required deep experience in project management, planning, budgeting, permitting, and oversight. The job requires shifting between projects quickly and everyday will be different. The ideal candidate must be able to set a positive tone for staff and manage for a "can-do" attitude throughout the ranks. Strong communication and interpersonal skills are vital for this person to be successful.

In addition to the above, this position is ultimately responsible for ten regional office buildings and support staff, the agency's main headquarters complex in Little Rock, including warehouse, shipping and receiving center, vehicle shop and equipment compound.

The broad strategic goals for the Operations Chief include:

- Manage for a smooth operational environment to ensure large projects move into a "shovel-ready" status quickly.
- Support other divisions, always searching for efficiencies that will save money and streamline agency work.
- Special emphasis will be placed on the Chief to ensure infrastructure projects are prioritized and managed effectively. It's mission critical to make sure contractors are rolling on projects and AGFC's project oversight is strong.

- Project leadership beyond the Operations division in representing the Agency as a whole.

The Operations Chief should ideally possess the following professional and personal attributes:

- Have a heart for conservation and the outdoors.
- Superb organizational skills - including the ability to track large, multi-facilitated projects concurrently.
- Demonstrated ability to lead a division / organization of professional staff.
- Ability to listen and learn from others very best ideas, demonstrating curiosity, approachability, and openness to input from everyone - including outside partners.
- Strong work ethic and willingness to sacrifice for the team.
- Willingness to work off hours, problem solve on weekends, and fill in the gaps for others on your team.
- Ability to inspire trust in cross-functional teams.
- Ability to think strategically.
- Ability to build effective teams (having fun while doing it) and someone who is never concerned about winning.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

NONE

Other Specific Information:

All applicants are subjected to a criminal background check.

Applications must include complete work history and references. Applicants may apply online at <https://jobs.agfc.com>.

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