



Arkansas Game and Fish Commission Employment Job Posting

OPERATIONS & FACILITY MANAGER - AGFC OPERATIONS & FACILITY MANAGER

POSITION NO: 22096054

POSTING INFORMATION:

Advertisement Opens: April 1, 2021

Advertisement Closes: April 23, 2021

Full Time: Yes

Salary: \$56,039.00 - \$56,039.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, personnel management, or a related field; plus three years of experience in managing an operation or facility, including one year in a supervisory 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 in developing projects from the ground-up, from conception to final inspection - with proven knowledge of permitting, managing contracts, and long-term planning. Experience in creating and presenting written and verbal reports. 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 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. Ability to manage ones 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 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.

POSTING DETAILS:

Position Location:

City: Little Rock Central Office

Office: Little Rock

Division: Operations

Job Summary:

The Arkansas Game and Fish Operations and Facility Manager is responsible for planning, directing, or coordinating operations by formulating policies, managing daily operations, and planning the use of materials and human resources. This position is governed by state and federal laws and agency/institution policy.

Typical Functions:

Manages a small staff, interviews and hires personnel, prepares work schedules, assigns specific duties, and evaluates performance. 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 a facility to ensure that it remains safe, secure, and well-maintained. Performs other duties as assigned.

Specific Duties and Responsibilities:

The Operations and Facility Manager will lead facility maintenance projects across the state for the AGFC. This position is ultimately responsible for the ten regional office buildings and support staff, the agency's main headquarters complex in Little Rock, including warehouse, shipping and receiving center, agency fleet, vehicle shop, and equipment compound. The Operations and Facility Manager 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 requires experience in project management, planning, budgeting, permitting, and oversight. The job requires shifting between projects quickly and every day 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.

The broad strategic goals for the Operations and Facility Manager include:

- Manage for a smooth operational environment to ensure facility maintenance 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 Operations and Facility Manager 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 and Facility Manager 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 / 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:

Must possess a valid 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.

Applications must include complete work history and references.

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