



Arkansas Game and Fish Commission Employment Job Posting

DIVISION ASSISTANT CHIEF - DIVISION ASSISTANT CHIEF

POSITION NO: 22096301

POSTING INFORMATION:

Advertisement Opens: July 26, 2021

Advertisement Closes: Aug. 2, 2021

Full Time: Yes

Salary: \$85,003.00 - \$85,003.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in education, biology, zoology, natural science, business administration, or a related field; plus four years of experience in wildlife management or a related field, 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:

A Master's Degree in Aquatic Conservation, Fisheries Management, Fisheries Biology or related field is preferred and may substitute for two years of experience. Certification as a Fisheries Professional through the American Fisheries Society and participation in the society at multiple levels.

Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of organizational management. Knowledge of state and federal laws, rules and regulations governing environmental protection, endangered species, or use of federal funds. Knowledge of the theories, principles, techniques, and strategies of fish and/or wildlife management, education and/or educational curriculum. Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinate supervisors. Ability to participate in and lead groups in problem solving activities. Ability to develop monitoring systems for projects and/or programs to measure successes, failures, and develop solutions to problems.

Preferred Knowledge, Abilities, and Skills:

Extensive experience in aquatic conservation. Experience with developing, operating and managing budgets. Experience with project management. Experience in current techniques for aquatic species conservation, and aquatic habitat improvement. Understanding of aquatic conservation funding sources (Sales tax, Section 6, State Wildlife Grants, Sportfish Restoration Funds, and others). An understanding of and appreciation for the mission, goals and objectives of the Arkansas Game and Fish Commission and the Fisheries Division. Ability to work cooperatively on intra- and inter-divisional projects. Ability to demonstrate leadership abilities, and to unify a team around common causes. Participation in fishing and other similar outdoor recreational pursuits. Knowledge of the functions of a commission system. Knowledge and understanding of the importance of human dimensions in the management of natural resources. Strong computer skills, especially in google suite and Microsoft office programs (word, excel, access, power point). Excellent communication skills; both written and conversational. Good public speaking skills and affable attitude when talking to the public and interacting with staff. Strong organizational skills. Experience with project partnerships and hosting public stakeholder meetings.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fisheries

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Division Assistant Chief is responsible for overseeing division operations. This position is governed by state and federal laws and agency policy.

Typical Functions:

Directs the activities of a medium to large-sized professional and technical staff through lower-level supervisors, including approving hire recommendations, reviewing performance evaluations, evaluating the performance of immediate subordinates, and reviewing and approving/disapproving a variety of recommendations of subordinates. Resolves problems referred by field personnel in areas such as program development, employee relations, scheduling, management techniques, public information, and strategic planning. Evaluates and determines the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs. Identifies problem areas and monitors the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs. Reviews and approves division bills, invoices, and activity reports and may request further explanation of actions and purchases. Compiles data as requested for special projects or programs such as program performance and expenditure reduction and recommends courses of action as indicated from analysis of data. Performs other duties as assigned.

Specific Duties and Responsibilities:

Functions as an Assistant Chief of the Fisheries Division and is under the supervision of the Chief of Fisheries. This individual is responsible for playing a key role on the Fisheries Management Team and coordinates with three other Fisheries Division Assistant Chiefs to cooperatively manage the fisheries and aquatic resources of the state and set the direction for aquatic conservation in the state. Leads the Aquatic Wildlife Diversity Team including aquatic conservation biologists as well as the Stream Habitat Program. Assumes responsibility for all budgetary matters related to project funding through Sportfish Restoration, Marine Fuel Tax, State Wildlife Grant, Section 6, Conservation License Plate and other funding sources for their areas of responsibility. Assists with the allocation of division budget for capital projects, equipment, vehicles, travel, professional services and maintenance and operation of ongoing initiatives. Presents regulatory and budgetary matters to the Commission Committee System and to the full Arkansas Game and Fish Commission. Supervises and conducts performance evaluations and work plan development for subordinate staff. Ensures professional development and continuing education of staff. Works to enhance communication of ongoing projects and initiatives to stakeholders. Assists in projects that ensure that fishing remains a part of Arkansas heritage. Participates on intra- and inter-agency committees and work groups in Arkansas, across the southeast and throughout the United States. Assists the Chief of Fisheries on all appropriate assignments and matters.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Regular in-state travel and occasional work other than normal office hours are required.

Other Specific Information:

6% may be added to salary for candidates that are Certified Fisheries Professionals through the American Fisheries Society.

All applicants are subject 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.