



Arkansas Game and Fish Commission Employment Job Posting

DIVISION CHIEF - AGFC CONSERVATION DIVISION CHIEF

POSITION NO: 22158459

POSTING INFORMATION:

Advertisement Opens: Nov. 30, 2021

Advertisement Closes: Dec. 27, 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 zoology, biology or related natural sciences field; plus seven years of experience in a related field, including three years 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:

The formal education equivalent of a bachelor's degree in accounting, finance, business administration, general business, or related field with a concentration in accounting; plus nine years of experience in financial management, budgeting, or a related field, including three years in a supervisory capacity.

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:

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Central Office, Little Rock, AR

Division: Fiscal

Job Summary:

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

Typical Functions:

Directs and manages 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 wildlife conservation 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 either Nature Centers, Fish Hatcheries, or Wildlife Management Areas. Directs the annual wildlife regulation processes to address identified long-range wildlife management goals and objectives. Performs other duties as assigned.

Specific Duties and Responsibilities:

The Arkansas Game and Fish Commission (AGFC) Division Chief is responsible for providing leadership and direction for a division of the AGFC. The Fiscal Division Chief is responsible for directing the operations of various fiscal division programs by developing and establishing work priorities and standards of performance, reviewing and approving managerial decisions, and monitoring budgetary needs and expenditures. This position is governed by Generally Accepted Accounting Principles, state and federal laws, and agency/institution policy.

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 agency fiscal and budgetary needs and objectives. Develops and administers the budget for the agency and is responsible for the authorization, reporting, and supervision of agency expenditures. Oversees and directs the implementation of state business processes. Establishes and maintains a working relationship between divisions of AGFC as well as with other state and federal agencies and the general public. Directs the annual budgetary and spending plan processes to address identified long-range management goals and objectives. Monitors agency budgets, reviews and approves expenditures, advises management of potential budget issues, and makes recommendations. Gathers data and researches technical information for monthly reports and studies and presents to appropriate authorities. Provides technical assistance, guidance, and information to internal and external contacts, legislators, vendors, and other customers by researching and interpreting federal and state laws and agency policies and procedures. Conducts and attends meetings, conferences, and/or workshops to disseminate technical and fiscal information. Coordinates activities with other state and federal personnel, responds to requests for information from executive and legislative officials, and serves on committees or task forces to express ideas and needs or provide recommendations or solutions. Performs other duties as assigned.

The Fiscal Division Chief is responsible for the preparation and presentation, to both the Commission and upper management, of financial reports and financial schedules. Responsible for monitoring agency funds in AASIS and for projecting and monitoring the cash flow, spending plan, and budget of the agency. Oversees the federal aid section, including third-party reconciliation of federal revenue. Prepares the Annual Operation Plan and submits to Department of Finance and Administration. Prepares the Biennial Budget and submits to Department of Finance and Administration as well as Bureau of Legislative Research.

All applicants are subject to a criminal background check.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

Position is eligible for 6% percent salary increase for Certified Public Accountant (CPA) and/or Certified Government Financial Manager (CGFM) certifications.

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