



Arkansas Game and Fish Commission Employment Job Posting

REGIONAL OFFICE MANAGER - AGFC REGIONAL OFFICE MANAGER

POSITION NO: 22095979

POSTING INFORMATION:

Advertisement Opens: Feb. 18, 2022

Advertisement Closes: March 4, 2022

Full Time: Yes

Salary: \$36,155.00 - \$56,340.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in general business, personnel management, conservation, or a related field; plus two years of related experience in administration, including one year in a leadership 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:

N/A

Knowledge, Abilities, and Skills:

Knowledge of supervisory practices and procedures. Knowledge of the principles and practices of organizational management. Knowledge of state and federal laws applicable to AGFC operations. Knowledge of program planning, monitoring, and evaluation techniques. Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinate supervisors. Ability to interpret and apply applicable laws, regulations, policies and procedures. Ability to evaluate operational effectiveness and compliance. Ability to prepare and present verbal and written information. Ability to develop and implement goals, objectives, guidelines, policies and procedures. Ability to communicate with a diverse group of employees and with the public.

Preferred Knowledge, Abilities, and Skills:

N/A

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Regional Office Manager is responsible for supervising regional office staff and providing technical assistance. This position is governed by state and federal laws and agency policy.

Typical Functions:

Supervises a lower-level managerial and administrative support staff by interviewing and recommending for hire, training employees or arranging training opportunities, assigning and reviewing work and special projects, evaluating the performance of incumbents, and conducting staff meetings to clarify problems and obtain status reports. Determines goals, objectives, and guidelines, develops and implements policies and procedures, evaluates effectiveness and compliance, initiates corrective actions or revisions, and provides technical direction and administrative support to regional personnel. Disseminates and interprets regulations, policies, and procedures to regional office personnel, coordinates internal and external personnel and activities to identify needs and problems, conducts meetings to discuss program progress or problems, and presents workshops or training to improve operations. Participates in the development of an operating budget by identifying program needs, preparing justifications, monitoring expenditures, approving reallocation of funds, and preparing related reports. Performs one or more of the following activities related to program responsibilities, including approving final orders, system design and/or licenses, researching and compiling survey and statistical data, and/or performing the duties of regional staff as needed. Performs other duties as assigned.

Specific Duties and Responsibilities:

Supervises all AGFC regional office managerial and administrative support staff. This includes interviewing potential employees and recommending for hire, training employees or arranging training opportunities, assigning and reviewing work and special projects, evaluating the performance of incumbents, and conducting weekly staff meetings to clarify problems and obtain status reports. Evaluates and determines/approves work schedules and leave requests for all AGFC regional office employees. Is responsible for maintaining adequate office staffing coverage at all AGFC regional offices. This includes filling in for AGFC regional office staff as needed. Determines goals, objectives, and guidelines, develops and implements policies and procedures, evaluates effectiveness and compliance, initiates corrective actions or revisions, and provides technical direction and administrative support to AGFC regional office staff personnel. Disseminates and interprets regulations, policies, and procedures to regional office personnel, coordinates internal and external personnel and activities to identify needs and problems, conducts meetings to discuss program progress or problems, and develops/presents workshops or training to improve operations. Participates in the development of an operating budget by identifying program needs, preparing justifications, monitoring expenditures, approving reallocation of funds, and preparing related reports. Works with AGFC staff to identify building and maintenance needs and repairs. Works with AGFC staff and outside contractors to accomplish building and maintenance projects. This includes soliciting for bids as per AGFC policy, communicating with AGFC staff, contractors, and design professionals as needed, writing and reviewing scopes of work, processing contracts and change orders, and processing RFI's. Performs activities related to program responsibilities, including approving final orders, system design and/or licenses, researching and compiling survey and statistical data, and/or performing the duties of regional staff as needed.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

All applicants are subject to a criminal background check.

Other Specific Information:

N/A

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