Arkansas Game and Fish Commission Employment Job Posting

AGFC ADMINISTRATIVE SPECIALIST - **AGFC ADMINISTRATIVE SPECIALIST**

POSITION NO: 22095914

POSTING INFORMATION:

Advertisement Opens: March 3, 2022

Advertisement Closes: March 31, 2022

Full Time: Yes

Salary: $17.14 - $17.14 Hourly

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed.

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:

High school diploma with a minimum 4 years of administrative, marketing, graphic design, and/or retail management experience or a bachelor's degree in public administration, business management, retail, marketing, or graphic design. Preference will be given to those with experience in Arkansas State Government procurement, retail or non-profit gift shop management, and/or event management.

Knowledge, Abilities, and Skills:

Knowledge of planning, research, and analysis techniques and procedures.

Knowledge of department operations, policies, and procedures.

Knowledge of applicable laws and regulations.

Knowledge of basic accounting principles.

Ability to plan and execute systems and organizational analysis and feasibility studies.

Ability to conduct research and perform quantitative quality assurance reviews.

Ability to research, prepare, and present comprehensive written and oral reports.

Ability to organize and conduct meetings and workshops.

Preferred Knowledge, Abilities, and Skills:

Demonstrated ability to provide great customer service to and build relationships with vendors, staff, and customers. Exceptionally organized. Proficient using G-Suite, especially proficient in Sheets, Docs, Drive, Gmail, and Calendar. Experience with graphic design software and/or ability to quickly become proficient with Adobe Spark. An eye for and experience with graphic design. Efficient copy-editing abilities. Demonstrated ability to effectively manage and track a budget. Ability to research and quickly learn best practices in marketing and retail management. Enjoys and is able to manage a schedule that is different day-to-day. Meets deadlines on time. Comfortable giving honest and tactful feedback. A willingness to participate in education division events and activities for the public. An interest in the AGFC mission and passion for education.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Specialist is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency policy.

Typical Functions:

Researches and analyzes data pertinent to work programs and/or agency/institution goals and objectives and prepares reports explaining findings and recommendations.

Assists in developing or revising policies, procedures, and directives based on research findings; submits to supervisor for approval.

Compiles financial information used by supervisor to formulate budget proposals and monitors expenditures to ensure optimum operating efficiency.

Reviews and answers or prepares correspondence relating to agency/institution programs.

Interprets agency administrative directives, policies, and procedures to ensure consistent application.

Provides information, assistance, and clarifications to interested parties concerning agency/institution programs, policies, and procedures.

Assists supervisor by maintaining leave records, appointment calendar, and prioritizing incoming correspondence.

May supervise a small to medium-sized administrative support staff and evaluate the work performance of incumbents.

Performs other duties as assigned.

Specific Duties and Responsibilities:

The AGFC education division serves the public through nature centers, ranges, and education programs. This position will work in central Arkansas to support the work of the education team statewide. This super-organized and creative person who enjoys building strong working relationships with a lot of different people will help market, advertise, and recruit education program participants and visitors. They will also coordinate gift shop functions and assist educators by managing our event registration and reservation process. Marketing and advertising activities will include performing simple graphic design of flyers and social media posts using Adobe Spark, working closely with agency graphic designers to facilitate more complex projects, creating and posting opportunities on education division social media pages, keeping Google listings up-to-date, and will work closely with the marketing team to identify places to market activities and facilities online, in AGFC facilities, and in widely distributed publications. As the lead for the gift shop retail function, this person will work closely with nature center staff to procure unique and mission-related retail items for the 8 gift shops statewide. This person will create, launch, and maintain an online AGFC store. They will also be the lead on accounting for purchases and tracking revenue and will help coordinate the annual inventory process. Additionally, this person will serve as the lead administrator for managing and approving education events in the event management system. They will assist center managers with rental agreements and contracts for events that require legal and administrative approval.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

This position is 40 hours per week and is generally Monday-Friday with a few weekend and evening events. Regular travel to other AGFC facilities will be required, including some overnight travel. The office is located at the main AGFC Headquarters in Little Rock. However, a hybrid in-person/ work from- home schedule may be an option for the right candidate after the initial training period.

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