



## Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST III - AGFC ADMINISTRATIVE SPECIALIST III

POSITION NO: 22150606

### **POSTING INFORMATION:**

Advertisement Opens: April 5, 2022

Advertisement Closes: May 27, 2022

Full Time: Yes

Salary: \$29,046.00 - \$29,046.00 Annually

### **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 or equivalent; previous experience in bookkeeping, fiscal support, IT help desk, or other related administrative duties preferred.

#### Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of mathematics and statistics. Knowledge of research and analysis techniques and methods. Knowledge of work-related subject area. Knowledge of computers and software applications. Ability to prepare, present, and review oral and written information and reports. Ability to research and analyze related work program information. Ability to develop, recommend, interpret, and apply policies and procedures. Ability to analyze financial records and prepare reports. Ability to plan, organize, and direct the work of others.

#### Preferred Knowledge, Abilities, and Skills:

Knowledge of the responsibilities and function of the Arkansas Game and Fish Commission and the IT Division. Experience using AASIS and knowledge of the state purchasing policy.

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: I.T.

Job Summary:

The Administrative Specialist III 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:

Maintains fiscal support for the Arkansas Game and Fish Commission IT Division on any budget-related matter. Processes, reviews, analyzes, and audits all Division quotes, invoices, and purchasing card expenditures before submitting those reports to Fiscal Division. Responsible for coordinating and processing inventory item transfers, removals, control forms and annual audit. Processes and tracks state travel forms and maintenance requests for all Division staff. Processes and tracks contracts through the approval process and final execution. Interacts with other agency divisions, vendors, and project managers. Provides customer service by answering Division phone lines, and assists help desk with logging tickets and walk-ins. Tracks and reports agency training requirements. Performs other administrative duties as assigned.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

All applicants are subject to a criminal background check.

Other Specific Information:

Must have strong oral and written communication skills, and basic technical skills. Positive, customer-service oriented personality.

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