



## Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST III - AGFC ADMINISTRATIVE SPECIALIST III

POSITION NO: 22077953

### **POSTING INFORMATION:**

Advertisement Opens: Oct. 21, 2022

Advertisement Closes: Dec. 16, 2022

Full Time: Yes

Salary: \$13.96 - \$13.96 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:

Experience with social media applications.

#### 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 best business practices. Knowledge of computers and software associated with work related subjects. Friendly, personable with the ability to communicate with the public daily.

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Witt Stephens Jr. Nature Center

Division: Education

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:

Prepare and code invoices, clerical duties, manager and submit the annual budget, manage POs and contracts, purchasing, prepare reports, booking of rental space, front desk staffing, supervise part time admin and gift shop, schedule after-hours events, assist setup and take down for events, manage supplies, work with volunteers, manage spreadsheets, maintain local event calendars, assist education programs, gift shop reports, local event calendars.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

All applicants are subject to a criminal background check.

Other Specific Information:

Position requires working some weekends and after hour events. The ability to lift 25lbs.

Must possess a valid Arkansas driver's license.

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