



## Arkansas Game and Fish Commission Employment Job Posting

Chief of Education - **Chief of Education**

**POSITION NO: 22134996**

### **POSTING INFORMATION:**

Advertisement Opens: Oct. 31, 2023

Advertisement Closes: Nov. 30, 2023

Full Time: Yes

Salary: \$105,391.00 - \$121,321.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

Bachelor's degree in conservation education, environmental education, natural sciences education, human dimensions, wildlife management, fisheries management, education administration, or related natural sciences/education fields; plus seven years of experience in a related field, to include three (3) 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:

Other job related education and/or experience in the fields of: outreach, outdoor recreation, tourism, and/or business may be substituted for all or part of the basic requirements except for certification or licensure requirements, upon approval of the Human Resources Chief.

#### 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:

Ability to coordinate a wide range of outreach tactics to communicate agency goals and plan engagements with Arkansans. Ability to measure effectiveness and direct improvements of outreach tactics to maintain or improve public awareness and perception for the AGFC.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Education

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, terminating, 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:

.

Certificates, Licenses, or Registrations:

.

Special Job Dimensions:

.

Other Specific Information:

.

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