



Arkansas Game and Fish Commission Employment Job Posting

Chief of Recreational Shooting - **Chief of Recreational Shooting**

POSITION NO: 22180416

POSTING INFORMATION:

Advertisement Opens: Nov. 1, 2023

Advertisement Closes: Nov. 30, 2023

Full Time: Yes

Salary: \$93,594.00 - \$117,593.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, management, journalism, education, or a related field; plus three years of experience in education, volunteer management, communications, or a related field, including one year in a supervisory or 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:

Experience in short and long-term planning that includes but is not limited to shooting range development, outdoor recreation planning, shooting range operations, information dissemination and site specific promotion involving remote locations and/or distinct user groups. Experience in designing, implementing, and maintaining a comprehensive budget.

Knowledge, Abilities, and Skills:

Knowledge of training course development, needs assessment, and course planning.

Knowledge of instructional techniques.

Knowledge of the principles and practices of journalism.

Knowledge of supervisory practices and techniques.

Knowledge of educational principles and learning concepts.

Ability to develop and present training programs.

Ability to write educational articles for publication.

Ability to plan, organize, and oversee the work of subordinates.

Ability to compile information and write reports.

Preferred Knowledge, Abilities, and Skills:

Possess an in-depth knowledge of shooting education content specific to the AGFC and presentation techniques that qualify as best practices. An ability to demonstrate the characteristics needed to grow statewide youth programs and shooting recreation participation. Be able to organize and schedule people or tasks. Capable of developing realistic action plans while remaining sensitive to time constraints and resource availability. Ability to actively participate on a dynamic senior leadership team comprised of division chiefs and the Directorate. Demonstrate a well-developed sense of ethics and integrity.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Recreational Shooting

Job Summary:

The AGFC Chief of Recreational Shooting is responsible for overseeing the daily operations of the AGFC Recreational Shooting Division. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Supervises a professional and administrative support staff by interviewing applicants, making hire or termination recommendations, training, assigning and reviewing work, and evaluation the performance of incumbents.
- Develops, monitors, and conducts education and training programs designed to train volunteers for various educational programs and participates in the presentation of special interest seminars.
- Writes and reviews information designed to communicate to the public through programs, media, and other communication outlets concerning educational programs and regulation requirements.
- Provides technical assistance with the design and development of education training aids and materials.
- Designs, develops, and maintains exhibits and information booths at special events and activities such as school career day activities and fairs.
- Performs special research projects and provides technical information and assistance to various colleges, high schools, and the general public.
- Visits community leaders and school administrators to evaluate the implementation and effectiveness of the various programs.
- Develops and oversees annual budgets for programs within the assigned region.
- Performs other duties as assigned.

Specific Duties and Responsibilities:

The Recreational Shooting Division Chief will supervise two statewide coordinators, the existing Program Coordinators of the Arkansas National Archery in the Schools Program and the Arkansas Youth Shooting Sports Program, and the Facility Managers of the Fiochii Shooting Sports Complex at Camp Robinson Firing Range. They will also help support the range at Grandview Prairie Nature Center and Fred Berry Nature Center. The Chief will also supervise future development of new shooting range opportunities across the state.

The Chief position will also coordinate shooting range management and development, execute strategic agency goals, create and maintain an annual budget, manage grant funds, develop partnerships with cities and organizations across the state, and work across the agency to accomplish the work of the division. This position will actively participate on the intra-agency team of division chiefs to engage strategic plan goals and support the work of agency staff.

The Chief will need to maintain certification as a hunter education instructor and Basic Archery instructor, and complete the NRA Range Safety Officer program. The Chief must also have extensive knowledge of firearms safety regulations, firearms, ammunition, archery equipment and related supplies. They must show a high degree of understanding around the recreational shooting community and the disciplines used in our statewide programs. Frequent in-state travel and weekend work will be required. Occasional out-of-state travel may be requested.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

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