



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - ADMINISTRATIVE SPECIALIST

POSITION NO: 22177261

POSTING INFORMATION:

Advertisement Opens: Dec. 5, 2023

Advertisement Closes: Dec. 19, 2023

Full Time: Yes

Salary: \$35,648.00 - \$35,648.00 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:

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

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:

- Must have good public relations and communication skills.
- Ability to deal with all types of people in a positive and professional manner in any situation.
- Excellent multitasking and organizational skills are required.
- Must be able to train and supervise others working in gift shop and reception areas.
- Basic accounting skills are necessary with troubleshooting abilities.
- Gift shop management: ability to determine what items to order, find new items, and manage inventory with reordering, pricing, and stocking.
- Maintain a spreadsheet of items for yearly inventory count.
- Proficiency in various computer software, especially Google Suite is necessary.
- Must be able to work a flexible schedule including some weekends, evenings, and occasional overnight travel.

POSTING DETAILS:

Position Location:

City: Springdale

Office: JB & Johnelle Hunt Family Ozark Highlands Nature Center

Division: Education

Job Summary:

The Administrative Specialist is responsible for conducting special research studies, analyzing data, preparing statistics, making recommendations based on research findings, and monitoring and coordinating project/program activities. This position is governed by state and federal laws and agency policy.

Typical Functions:

Conducts special studies such as systems and cost analysis, feasibility and effectiveness of agency/institution programs, and the identification of and solution to problem areas. Assists in the development of project goals and objectives.

Plans, organizes, and schedules project/program implementation phases and procedures and develops monitoring and reporting systems to measure project effectiveness.

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

Develops or revises agency/institution policies, procedures, programs, and directives based on research findings.

Develops handbooks and manuals for participant use and conducts workshops to educate personnel on new systems, policies, and procedures.

Evaluates existing programs by gathering information, reviewing files, researching policy, directives, and regulations, conducting surveys and interviews, and contacting agencies/institutions in other states concerning their programs.

Composes correspondence and responses to written inquiries and interprets agency administrative directives, policies, and procedures to ensure consistent application.

Acts as liaison to other programs, departments, or agencies/institutions and provides guidance in areas of expertise.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Assist in operation of all areas of the nature center.
- Public Relations duties to include: Greeting and assisting public in person and by phone in a professional manner; providing excellent customer service; scheduling day use rooms; keeping front desk and reception area stocked and customer friendly; and assisting with events and educational programs as needed.
- Office Management duties to include: preparing and distributing correspondence; maintaining records and files; maintaining office materials, machines, and supplies; helping prepare and monitor the budget; processing invoices, contracts, and purchase orders; and scheduling and supervising part-time or volunteer workers.
- Gift Shop duties to include: Purchasing materials for resale (price, stock, yearly inventory); keeping shop stocked and clean; keeping updated on latest products; selling and doing reports on license sales; and doing closeout of cash register with bank deposits and weekly settlements.
- Other duties as assigned.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

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.