



## Arkansas Game and Fish Commission Employment Job Posting

Administrative Analyst - **Administrative Analyst**

**POSITION NO: 22164589**

### **POSTING INFORMATION:**

Advertisement Opens: Dec. 5, 2023

Advertisement Closes: Dec. 19, 2023

Full Time: Yes

Salary: \$44,220.00 - \$44,220.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field. 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 DIVISION.

#### Preferred Education and/or Experience:

Strong organizational skills to ensure internal processes are thoroughly completed, accurate, and within all deadlines. Ability to coordinate large projects directed by staff (i.e. secure meeting locations, lodging reservations, and conference registrations) Ability to work with various divisions, staff, and personalities to ensure tasks are completed in an effective, efficient, and correct manner. Must be able to handle large volumes of workload at certain times of the year.

### 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

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### **POSTING DETAILS:**

#### Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Research

#### Job Summary:

The Administrative Analyst 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/institution 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:

This position is responsible for administrative responsibilities within the Research Division; including, but not limited to: P and T-Card reporting, overseeing the internal process for division contracts, assisting Research Division staff with coordinating travel logistics and conferences, processing invoices, securing purchase orders and assisting with budgetary procedures, serving as scribe during Commission meetings for the Research Committee, assisting division staff with entering and managing biological data, and serving as the receptionist for the Research Division. In addition, this position will assist the Environmental Coordination Division in various administrative requests, similar as outlined above. This position will also provide overall clerical support to the Research Division and Environmental Coordination Division and will work as a team player with all division staff, sometimes beyond typical administrative duties. Examples include: assisting with biological data collection, social science survey support, data entry, project planning. This individual will coordinate and develop the Research Division's annual State of the Division report and will perform other duties as assigned.

Individual should maintain a team mindset and be able to operate within a highly cooperative division culture. The successful applicant will also have the opportunity to take part in various research opportunities with experiences ranging from field work to administrative duties.

Certificates, Licenses, or Registrations:

None

Special Job Dimensions:

None

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.