



Arkansas Game and Fish Commission Employment Job Posting

EXECUTIVE ASSISTANT - AGFC EXECUTIVE ASST

POSITION NO: 22095843

POSTING INFORMATION:

Advertisement Opens: Feb. 5, 2024

Advertisement Closes: Feb. 20, 2024

Full Time: Yes

Salary: \$54,860.00 - \$54,860.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of an associate's degree in office administration or related field; plus three years of experience in office administration 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 CHIEF.

Preferred Education and/or Experience:

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Knowledge, Abilities, and Skills:

- Knowledge of the operation of a professional services office.
- Knowledge of administrative and office management.
- Ability to develop and implement office policies and procedures.
- Ability to prepare financial and statistical reports.
- Skill in Microsoft Office.

Preferred Knowledge, Abilities, and Skills:

- Ability to function in a high-paced environment that requires frequent adaptation as unplanned duties and challenges arise
- Ability to organize and manage multiple tasks to ensure completion
- Ability to provide excellent internal and external customer service to agency staff, the general public, and our Commission
- Ability to utilize critical thinking and problem solve
- Ability to maintain a confidential work environment
- Knowledge of agency operations, policies, and procedures
- Ability to prepare and present written and oral information and reports
- Ability to use computer software efficiently

The successful candidate will be: 1) a person with high initiative, 2) forward-thinking, and 3) able to anticipate the many business needs of the AGFC Director's Office.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Administration

Job Summary:

The Executive Assistant is responsible for office management of a professional services operation. This position is governed by state and federal laws and agency policy.

Typical Functions:

Maintains daily schedule for deputy directors, reviews incoming correspondence, and prepares responses when necessary.

Develops and implements office procedures necessary to meet department objectives.

Assists with scheduling and organizing meetings, prepares agenda, and may take minutes for meetings.

Organizes, arranges, and attends when necessary, conferences and seminars related to department objectives.

Coordinates office activities with deputy directors and other professional staff, monitors office activities and work flow, and makes periodic reports to supervisors.

Prepares statistical and financial reports relative to the operation of the professional services office and submits to department officials.

Maintains office supply inventory, orders office supplies, and invoices contracts.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Serves as assistant to the Director, Deputy Directors, Chief of Staff, and other office staff
- Serves as point of contact for the Administration Division to direct questions, emails, and phone calls as necessary
- Maintains schedule for director and processes incoming correspondence
- Schedules and organizes monthly commission meetings, prepares agendas, and may take minutes for meetings
- Organizes, arranges, and attends, when necessary, to support staff during meetings, conferences and seminars related to agency objectives
- Coordinates office activities with Directorate and other staff
- Monitors office activities and workflow, and makes periodic reports to supervisors
- Develops and implements office procedures necessary to meet division objectives
- Orders office supplies to maintain inventory
- Serves as division bookkeeper and submits invoices for payment
- Assists with annual budget preparation for the division. Performs other duties as assigned.

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.