



## Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - EXTRA HELP - AGFC ADMINISTRATIVE SPECIALIST

POSITION NO: 22077969

### **POSTING INFORMATION:**

Advertisement Opens: Feb. 8, 2024

Advertisement Closes: Feb. 28, 2024

Full Time: No

Salary: \$17.14 - \$17.14 Hourly

### **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 a related field; plus 3 years experience in a specialized or a related field applicable to the 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:

- Knowledge of the principles and practices of mathematics and statistics
- Knowledge of research and analysis techniques and methods
- Knowledge of work related subject area
- Knowledge of computers and software applications
- Ability to prepare, present and review oral and written information and reports
- Ability to research, analyze related work program information
- Ability to develop, recommend, interpret, and apply policies and procedures
- Ability to plan and organize work of others.

### **POSTING DETAILS:**

#### Position Location:

City: Little Rock

Office: Witt Stephens Jr. Central Arkansas Nature Center

Division: Education

#### Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Specialist is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency policy.

#### Typical Functions:

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

Assists in developing or revising policies, procedures, and directives based on research findings; submits to supervisor for approval.

Compiles financial information used by supervisor to formulate budget proposals and monitors expenditures to ensure optimum operating efficiency.

Reviews and answers or prepares correspondence relating to agency/institution programs.

Interprets agency administrative directives, policies, and procedures to ensure consistent application.

Provides information, assistance, and clarifications to interested parties concerning agency/institution programs, policies, and procedures.

Assists supervisor by maintaining leave records, appointment calendar, and prioritizing incoming correspondence.

May supervise a small to medium-sized administrative support staff and evaluate the work performance of incumbents.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Clerical duties
- Manage PO's and contracts
- Purchasing
- Prepare reports
- Booking of rental space
- Staffing front desk
- Part time admin and gift shop management
- Assist educators with school groups
- Assist set-up and take-down for events
- Manage supplies
- Work with volunteers
- Compile supplies for various classes
- Assist with education classes and events
- Maintain inventory
- Other duties as assigned

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

Position requires:

- Working some weekends and after-hour events
- The ability to lift 25 lbs

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