



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Administrative Office Coordinator - **AGFC Administrative Office Coordinator**

**POSITION NO: 22095912**

### **POSTING INFORMATION:**

Advertisement Opens: April 15, 2024

Advertisement Closes: May 3, 2024

Full Time: Yes

Salary: \$44,220.00 - \$64,644.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus four years of experience in administrative support, 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:

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Knowledge, Abilities, and Skills:

- Knowledge of staff development and supervision principles
- Knowledge of department operations, policies, and procedures
- Knowledge of applicable laws and regulations
- Knowledge of computers and software applications
- Knowledge of basic accounting principles
- Knowledge of work-the related subject area
- Ability to prepare, present, and review oral and written information and reports
- Ability to research and analyze related work program information
- Ability to develop, recommend, interpret, and apply policies and procedures'
- Ability to analyze financial records and prepare reports
- Ability to plan, organize, and direct the work of others

Preferred Knowledge, Abilities, and Skills:

- Experience in facility maintenance including budget compilation, procurement, and inventory maintenance
- Ability to work with the public and possess outstanding customer service skills
- Strong interpersonal skills, as well as good oral and written communication skills.
- A valid Arkansas driver's license and a good driving record are required

**POSTING DETAILS:**

Position Location:

City: Calico Rock

Office: North Central Regional Office

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Office Coordinator is responsible for monitoring and supervising regional office processes including preparation and reporting of budgets, cash receipts and deposits, purchasing, records management, contract management, payroll and personnel administration, public relations, and inventory. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Interviews, hires, plans, and directs the activities of subordinate employees by establishing work schedules, assigning specific duties, providing detailed instructions, and monitoring and reviewing work regularly to ensure adherence to instructions, deadlines, proper procedures, and the delivery of services
- Conducts performance evaluations on a timely basis and establishes employee goals and development plans. Processes all required personnel actions following established policies and procedures
- Researches and analyzes data pertinent to work programs and agency goals and objectives and prepares reports explaining findings
- Assists in budget preparation and monitors budget throughout the budget cycle
- Assists in developing or revising policies, procedures, and directives based on research findings
- Participates in leadership activities and attends required meetings
- Ensures proper submission of time sheets, payroll documents, purchase orders, or any other procedural forms required
- Manages the bi-weekly payroll process for the office by maintaining time records, and performing time audits
- Maintains record-keeping systems on cash receipts and deposits, budget preparation and reports, inventory, contracts, major maintenance, and office supplies
- Prepares and distributes office reports, business and promotional correspondence, budget justification, and customer inquiry responses
- Prepares purchase orders and coordinates with the Fiscal Division. Creates and maintains files on office or division operations.

Specific Duties and Responsibilities:

- Responsible for the maintenance and operation of the North Central Arkansas Regional Office (Calico Rock, AR) to include all structures and grounds within the complex
- Oversee clerical and accounting functions, including supervising staff to perform support functions for area employees
- Establish work procedures and coordinate workflow among staff, including office space. Perform duties including preparation and distribution of correspondence, reports, etc.
- Contract maintenance and repairs
- Research and make equipment purchases
- Prepare budget requests and reconcile expenditures to meet the needs of the facility, including coding and processing invoices and p-card expenditures and reports
- Maintain inventory, administrative records, databases, confidential and other manual and electronic files
- Greet and direct the public in person, as well as by telephone
- Respond to inquiries from the general public, employees, and other agencies
- Sell hunting, fishing licenses, permits, and publications to include monthly sales reports, bank deposits, and credit card reports
- Approve staff work and leave time
- Research, analyze, and produce reports
- Develop and modify procedures and forms for new or revised applications
- Be willing to adapt to changes and stay current in applicable areas by attending training, workshops, and meetings.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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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.