



## Arkansas Game and Fish Commission Employment Job Posting

AGFC ADMINISTRATIVE SPECIALIST - **AGFC ADMINISTRATIVE SPECIALIST**

**POSITION NO: 22077985**

### **POSTING INFORMATION:**

Advertisement Opens: July 19, 2024

Advertisement Closes: Aug. 19, 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:

- Experience with social media applications
- Experience with computers and software associated with work-related subjects
- Experience with the hospitality industry and common practices

#### 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 native wildlife and plants, outdoor skills and recreation activities
- General knowledge of the AGFC and its conservation efforts and programs
- Good written and verbal communication skills, along with strong interpersonal skills, and the ability to build relationships with staff, volunteers, and visitors
- Capable of conducting oneself in a calm and professional demeanor when dealing with the public and challenging situations
- Strong organizational and time management skills that reflect the ability to perform and prioritize competing demands simultaneously and seamlessly, following through in a timely manner

### **POSTING DETAILS:**

#### Position Location:

City: Pine Bluff

Office: Governor Mike Huckabee Delta River 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:

- Assist with orienting the public, special guests, and groups who visit the nature center
- Make retail store sales and keep accurate cash transactions
- Answer telephone, answer questions, route calls, or take messages as appropriate
- Provide and maintain accurate information about the nature center, exhibits, programs, and services
- Interact with the public in a friendly manner
- Receive visitors and notify educators of group arrivals, and provide tourist information to guests
- Perform a variety of related clerical work and ordering supplies
- Serve as the point-of-contact for the deliveries, and arrange for the proper staff to take receipt of delivery
- Perform supervision of the main lobby, with attention paid to guests
- Maintain a clean, business- like, front-of-line work environment
- Keep classroom calendars current
- Other duties as assigned

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

.

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